



OFFICE MENU

User's Reference,

Volume 1

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DECsystem-10	P/OS	Work Processor
	Professional	WPS-PLUS

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Contents

Volume 1

Preface

1 ALL-IN-1 System Overview

The ALL-IN-1 Subsystems	1-2
Your Workstation	1-5
The Terminal	1-5
Keyboards	1-6
The Keypad	1-6
The Keyboard Indicator Lights	1-8
Using the ALL-IN-1 System	1-9
Logging In To ALL-IN-1	1-9
Logging In From a Hardwired Terminal	1-9
Establishing a Modem Connection	1-10
The Main Menu	1-11
System-Wide Features	1-13
Training	1-13
Interrupt Menu	1-14
Help	1-14
Messages and Prompts	1-15
Leaving ALL-IN-1	1-15
Temporarily Exiting to VMS	1-15
Logging Out of ALL-IN-1	1-16

2 ALL-IN-1 System Concepts

Current Items	2-2
System-Wide Options	2-3
Select	2-3
Create	2-4
Edit	2-5
Delete	2-5
Print	2-5
Read	2-6
Index	2-6
Option X	2-6
Training	2-6
More Menu Options	2-6
ALL-IN-1 Form Types	2-6
A Menu Form	2-7
An Entry Form	2-7
An Index Form	2-7
A List Form	2-7
An Edit Form	2-7
A Help Form	2-8
Storing Documents on ALL-IN-1	2-8
Index Entry Types	2-9
System-Wide Keyboard Definitions	2-10
Primary Keys	2-10
Gold Key Sequences	2-11
The Arrow Keys	2-12
Using the Arrow Keys on Forms	2-13
Using the Arrow Keys on Menus	2-13
Keypad Keys	2-14
Control Keys	2-15

3 Word and Document Processing

Using the Word and Document Processing Subsystem	3-2
Selecting a Document	3-3
Creating a Document	3-5
Editing a Document	3-7
Deleting a Document	3-8
Printing a Document	3-9
Reading a Document	3-9
Indexing Documents	3-10
Sending a Document	3-12

Accessing the File Cabinet Management Subsystem	3-13
Transferring Documents	3-14
User Defined Processes	3-14
Shared Libraries	3-14

4 Electronic Messaging (DECmail Style)

Using the Electronic Messaging Subsystem	4-2
Electronic Messaging Styles	4-2
Electronic Messaging Folders	4-3
The Electronic Messaging Main Menu Options	4-5
Using the Electronic Messaging Subsystem	4-5
Reading New Mail	4-6
Creating a Message	4-6
Sending Mail to a Mail Address	4-7
Sending Mail to Users on Other ALL-IN-1 Computer Systems	4-8
Sending Mail to DECmail Users	4-8
Sending Mail to ALL-IN-1 Version 1 and VMSmail Users	4-8
Sending Mail to a Nickname	4-9
Sending Mail to a Distribution List	4-9
Sending Mail to Yourself	4-9
Sending Mail to People Without Computer Systems	4-9
Subject	4-9
Priority	4-9
Delivery Receipt	4-10
Read Receipt	4-10
Selecting a Message or Document	4-10
Displaying the Options Menu	4-11
The Message Options Menus	4-11
Using the Message Options Menus	4-13
Answering a Message	4-13
Attaching a Message	4-14
Deferring a Message	4-15
Deleting a Message	4-15
Detaching a Message	4-16
Editing a Message	4-16
Filing an Attachment	4-17
Filing a Message	4-18
Filing the Text of a Message	4-19
Forwarding a Message	4-19
Selecting the Next Message	4-20
Selecting the Original Message	4-20
Printing a Message	4-20
Reading a Message	4-21

Sending a Message	4-21
Showing Information About a Message	4-22
The Options Menu	4-22
Using the Options Menu	4-23
Searching for a Message	4-24
Canceling a Deferred Message	4-24
Displaying the Automatic Forward and Reply Options Menu	4-24
Displaying the Nickname Options Menu	4-25
Displaying the Distribution List Options Menu	4-25
Displaying the File Cabinet Menu	4-26
Importing VMSmail Messages	4-26
The Automatic Forward and Reply Options Menu	4-27
Using the Automatic Forward and Reply Options	4-27
Specifying a Forwarding Address	4-27
Canceling a Forwarding Address	4-28
Sending an Automatic Reply	4-28
Canceling an Automatic Reply	4-29
The Nickname Options Menu	4-29
Using the Nickname Options	4-30
Creating a Nickname	4-30
Deleting a Nickname	4-31
Editing a Nickname	4-31
Listing Nicknames	4-32
Printing Nicknames	4-32
The Distribution List Options Menu	4-32
Using the Distribution List Options	4-33
The Distribution List Options	4-33
Selecting a Distribution List	4-34
Creating a Distribution List	4-34
Editing a Distribution List	4-35
Deleting a Distribution List	4-35
Displaying a List of Your Distribution Lists	4-36
Showing the Names in a Distribution List	4-36
Copying a Distribution List	4-36

5 Electronic Messaging (ALL-IN-1 Style)

Using the Electronic Messaging Subsystem	5-2
Electronic Messaging Styles	5-2
Electronic Messaging Folders	5-3
The Electronic Messaging Menu Options	5-5
Using Electronic Messaging	5-6
Selecting a Message	5-6
Displaying an Index of Inbox Messages	5-7
Displaying an Index of Created Messages	5-7
Displaying an Index of Read Messages	5-8

Displaying an Index of Sent Messages	5-8
Creating a Message	5-8
Sending Mail to a Mail Address	5-9
Sending Mail to Users on Other ALL-IN-1 Computer Systems	5-10
Sending Mail to DECmail Users	5-10
Sending Mail to ALL-IN-1 Version 1 and VMSmail Users	5-10
Sending Mail to a Nickname	5-11
Sending Mail to a Distribution List	5-11
Sending Mail to Yourself	5-11
Sending Mail to People Without Computer Systems	5-11
Subject	5-11
Priority	5-12
Delivery Receipt	5-12
Read Receipt	5-12
Editing a Message	5-12
Deleting a Message	5-13
Printing a Message	5-13
Reading a Message	5-14
Displaying an Index	5-14
Reading New Mail	5-15
Answering a Message	5-15
Sending a Message	5-16
Sending a Document from Another Folder	5-17
Additional Messaging Options Menu	5-17
Using the Additional Messaging Options	5-18
Forwarding a Message	5-19
Selecting the Original Message	5-19
Showing the Status of a Message	5-20
Modifying the Message Header	5-20
Deferring a Message	5-21
Canceling a Deferred Message	5-21
Filing a Message	5-21
Filing the Text of a Message	5-22
Filing an Attachment	5-23
Attaching a Message	5-24
Detaching a Message	5-24
The Advanced Messaging Options Menu	5-25
Specifying a Forwarding Address	5-26
Canceling a Forwarding Address	5-27
Sending an Automatic Reply	5-27
Canceling an Automatic Reply	5-28
Displaying the Distribution List Management Menu	5-28
Displaying the Nickname Management Menu	5-28
Displaying the File Cabinet Menu	5-29
Importing VMSmail Messages	5-29

6 Nickname Management

The Nickname Management Menu Options 6-2

Using the Nickname Management Menu 6-2

Selecting a Nickname 6-3

Creating a Nickname 6-3

Editing a Nickname 6-4

Deleting a Nickname 6-4

Printing Nicknames 6-5

Reading Nicknames 6-5

Displaying an Index of Nicknames 6-5

7 Distribution List Management

The Distribution List Management Menu 7-2

Using the Distribution List Management Menu 7-3

Selecting a Distribution List 7-3

Creating a Distribution List 7-3

Editing a Distribution List 7-4

Deleting a Distribution List 7-4

Printing a Distribution List 7-5

Reading a Distribution List 7-5

Displaying an Index of Distribution Lists 7-6

Copying a Distribution List 7-6

8 Desk Management

Using the Desk Management Subsystem 8-2

9 Calculations

Using the Calculations Subsystem 9-2

The Desk Calculator 9-2

The Desk Calculator Modes 9-4

Using the Number Keys 9-5

Operating the Calculator 9-5

Getting Help 9-5

Canceling an Operation 9-5

Clearing the Last Entry 9-5

Setting the Decimal Places 9-6

Leaving the Desk Calculator 9-6

Keys that Perform Simple Arithmetic Calculations 9-7

Totaling Figures	9-7
Adding Numbers	9-8
Subtracting Numbers	9-8
Multiplying Numbers	9-9
Dividing Numbers	9-9
Raising Numbers to a Power (Exponentiation)	9-10
Determining the Absolute Value of a Number	9-10
Rounding Off to the Nearest Integer of a Number	9-11
Determining the Square Root of a Number	9-11
Evaluating Formulas	9-12
Rules for Entering and Editing Formulas	9-12
Entering a Formula	9-14
Editing a Formula	9-15
Memory Registers	9-15
Using the Memory Registers	9-16
Creating Memory Registers	9-16

10 Time Management

Using the Time Management Subsystem	10-2
Using the Calendar Access Management Subsystem	10-3
Adding a User to Your Calendar Access List	10-4
Editing Your Calendar Access List	10-5
Deleting a User from Your Calendar Access List	10-6
Listing Users with Access to Your Calendar	10-7
List Calendars to Which You Have Access	10-7

11 Meetings

Using the Meetings Subsystem	11-2
Selecting a Meeting Date and Time	11-5
Scheduling a Meeting	11-7
Changing a Meeting's Schedule or Your Reply to a Meeting Request	11-10
Rescheduling a Meeting	11-10
Changing Your Reply to a Meeting Request	11-11
Canceling a Meeting	11-12
Printing a Meeting Description	11-12
Reading a Meeting Description	11-13
Displaying All Scheduled Events	11-13
Answering a Meeting Request	11-14
Changing a Calendar's Owner	11-15
Displaying the Advanced Calendar	11-16
Additional Options	11-18

- Entering an Attendee's Reply 11-19
- Erasing Old Calendar Entries 11-20
- Searching for Available Meeting Times 11-20
- Adding Attendees to a Meeting's Attendee List 11-22
- Removing Attendees from a Meeting's Attendee List 11-23
- Sending a Message to a Meeting's Attendees 11-24

12 Appointments

- Using the Appointments Subsystem 12-2
 - Selecting an Appointment Date and Time 12-5
 - Scheduling an Appointment 12-7
 - Rescheduling an Appointment 12-8
 - Canceling an Appointment 12-9
 - Printing an Appointment Description 12-10
 - Reading an Appointment Description 12-10
 - Displaying All Scheduled Events 12-10
 - Answering a Meeting Request 12-11
 - Changing a Calendar's Owner 12-12
 - Displaying the Advanced Calendar 12-13
 - Additional Options 12-15
 - Erasing Old Calendar Entries 12-16

13 Reminders

- Using the Reminders Subsystem 13-2
 - Selecting a Reminder Date 13-5
 - Scheduling a Reminder 13-7
 - Rescheduling a Reminder 13-8
 - Canceling a Reminder 13-8
 - Printing a Reminder Description 13-9
 - Reading a Reminder Description 13-9
 - Displaying All Scheduled Events 13-10
 - Answering a Meeting Request 13-10
 - Changing a Calendar's Owner 13-11
 - Displaying the Advanced Calendar 13-12
 - Additional Options 13-14
 - Resetting the Base Reminder Number 13-15

14 Action Items

- Using the Action Items Subsystem 14-2
 - Selecting an Action Item 14-5
 - Scheduling an Action Item 14-7

Rescheduling an Action Item	14-8
Canceling an Action Item	14-8
Printing an Action Item Description	14-9
Reading an Action Item Description	14-9
Displaying All Scheduled Events	14-10
Answering a Meeting Request	14-10
Changing a Calendar's Owner	14-11
Displaying the Advanced Calendar	14-12
Additional Options	14-14
Displaying a List of Action Items	14-15
Closing an Action Item	14-17

15 To-Do List

Using the To-Do List Subsystem	15-2
Selecting a To-Do List Task	15-4
Creating a To-Do List Task	15-5
Changing a To-Do List Task	15-6
Canceling a To-Do List Task	15-6
Printing a To-Do List	15-7
Reading a To-Do List Task Description	15-7
Displaying All Scheduled Events	15-8
Answering a Meeting Request	15-8
Changing a Calendar's Owner	15-9
Displaying the Advanced Calendar	15-10
Additional Options	15-12
Resetting the Base List Number	15-13

16 Time Management — Print and Display Events Options

Using the Time Management Print Option	16-2
Printing a Day's Schedule	16-3
Printing a Week's Schedule	16-4
Printing a Month's Calendar	16-5
Printing a List of Conflicts	16-7
Printing a List of Your Scheduled Events	16-8
Printing a Day's Reminders and Action Items	16-9
Printing a Week's Reminders and Action Items	16-10
Printing a To-Do List	16-10
Printing Your Schedule and Another User's Schedule	16-11
Using the Time Management Display Events Option	16-13
Displaying a Day's Schedule	16-15
Displaying a Week's Schedule	16-16

Displaying a Month's Calendar	16-18
Displaying a List of Conflicts	16-19
Displaying a List of Your Scheduled Events	16-21
Displaying a Day's Reminders and Action Items	16-22
Displaying a Week's Reminders and Action Items	16-24
Displaying a To-Do List	16-25
Displaying Your Schedule and Another User's Schedule	16-27

17 Directories

Using the Directories Subsystem	17-2
Corporate Phone Directory	17-3
Selecting an Entry	17-4
Creating an Entry	17-4
Editing an Entry	17-5
Deleting an Entry	17-6
Printing Directory Entries	17-7
Printing a Brief Description	17-8
Printing a Full Description	17-8
Reading Directory Entries	17-8
Indexing the Directory	17-9
Using a Selection List	17-9
Personal Phone Directory	17-10
Selecting an Entry	17-11
Creating an Entry	17-12
Editing an Entry	17-13
Deleting an Entry	17-14
Printing Directory Entries	17-14
Printing a Brief Description	17-15
Printing a Full Description	17-15
Reading Directory Entries	17-15
Indexing the Directory	17-16
Using a Selection List	17-16
ALL-IN-1 Phone Directory	17-17
Selecting an Entry	17-18
Creating an Entry	17-19
Editing an Entry	17-19
Deleting an Entry	17-20
Printing Directory Entries	17-20
Printing a Brief Description	17-20
Printing a Full Description	17-21
Reading Directory Entries	17-23
Indexing the Directory	17-23
Using a Selection List	17-24

18 Information Management

Using the Information Management Subsystem 18-2

19 Communications

Using the Communications Subsystem 19-2

Using the Terminal Phone 19-2

Transferring Documents 19-3

Connecting to Another System 19-4

Communications Control 19-4

Volume 2

Preface

20 Document Transfer

Using the Document Transfer Subsystem 20-2

Selecting a Document 20-3

Transferring a Document Between ALL-IN-1 and DECmate 20-4

Receiving a Document from DECmate 20-5

Sending an ALL-IN-1 Document to a DECmate 20-7

Document Transfer Between ALL-IN-1 and VMS 20-9

Transferring a File to the ALL-IN-1 File Cabinet 20-10

Transferring an ALL-IN-1 Document to a VMS File 20-12

Transferring a document between ALL-IN-1 and DECdx 20-13

Transferring a Document from the DECdx Index to ALL-IN-1
20-14

Transferring an ALL-IN-1 Document to the DECdx Index 20-15

Getting Directly to the DECdx Menu 20-15

21 Communications Control

Communications Control Basic Concepts 21-2

Hardware Concepts 21-3

ALL-IN-1 Documents in Communications Control 21-5

The Communications Control Subsystem Menu Options 21-5

Using the Communications Control Subsystem 21-7

Selecting a Document 21-7

Creating a Document 21-8

Editing a Document	21-10
Deleting a Document	21-11
Printing a Document	21-12
Reading a Document	21-13
Indexing a Folder	21-13
Connecting to a Computer System	21-15
Disconnecting from a Computer System	21-17
Processing a Control Document	21-18
Using the Record Session Menu	21-19
Recording a Session with Another Computer System	21-21
Stopping Recording	21-22
Document Sending	21-23
Sending a Document	21-25
Setting the Terminal Features	21-26
Checking a Control Document	21-27
Interrupting Communications Control	21-28
The Communications Control Interrupt Menu Options	21-28
Stopping Control Document Processing	21-30
Stopping the Sending of a Document	21-31
Displaying the Record Session Menu	21-31
Stopping a Wait for Characters or Text	21-32
Stopping a Pause	21-32
Stopping Wake-up Command Processing	21-33
Displaying the Set Terminal Form	21-33
Disconnecting from a Computer System	21-33
Continuing after an Interrupt	21-34
Control Documents	21-34
Writing Control Documents	21-34
Control Document Symbols	21-36
Examples of Specifying Text Within a Control Document	21-37
Control Document Commands	21-37
Sample Control Documents	21-48

22 Business Applications

23 Program Development

Using the Program Development Subsystem	23-2
Forms Development	23-2
Programming Functions	23-2

24 Forms Development

Using the Forms Development Subsystem	24-2
---------------------------------------	------

Selecting a Form	24-4
Creating Forms and Files	24-4.1
Creating a Form	24-5
Creating an RMS File	24-6
Creating a DATATRIEVE Definition File	24-7
Editing Forms	24-7
Editing a Form's Screen Image	24-8
Editing a Form's Text Description File	24-9
Editing a Form's Named Data	24-10
Deleting a Form	24-10
Printing Forms	24-11
Printing a Description of a Form	24-11
Printing a List of Forms in a Form Library	24-15
Printing a Form's Named Data	24-16
Reading Forms	24-17
Reading a Description of a Form	24-18
Reading a List of Forms in a Form Library	24-20
Reading a Form's Named Data	24-21
Indexing a Form Library	24-22
Copying a Form into Another Form Library	24-23
Upgrading a Form Library	24-24
Creating a New Form from an Existing Form	24-25
Reorganizing a Form's Named Data	24-26
Precompiling a Form Library	24-27

25 Programming Functions

Using the Programming Functions Subsystem	25-2
Selecting a Module	25-3
Creating a Module	25-4
Editing a Module	25-5
Deleting a Module	25-6
Printing a Module	25-7
Reading a Module	25-7
Indexing a Folder	25-8
File Cabinet	25-9
VMS File Maintenance	25-9
Selecting a VMS File	25-11
Creating VMS Files	25-11
Editing a VMS File	25-12
Deleting a VMS File	25-13
Printing a VMS File	25-13
Reading a VMS File	25-14
Copying a File to Your Target Directory	25-14
Using a Script File Interactively	25-14

Using a Script File Automatically	25-15
Executing a DCL Command Procedure	25-15
Indexing Your Default Directory	25-16
Indexing Your Target Directory	25-16
Copying from File to File	25-16
Renaming from File 1 to File 2	25-17

26 Profession Specific

27 User Defined Processes

Using the User-defined Process Maintenance Subsystem	27-2
Selecting a User Defined Process	27-3
Creating a User Defined Process	27-4
Editing a User Defined Process	27-5
Deleting a User Defined Process	27-6
Printing a User Defined Process	27-7
Reading a User Defined Process	27-7
Listing User Defined Processes	27-8
Using a User Defined Process	27-9
Canceling a User Defined Process Operation	27-10
Nesting User Defined Processes	27-10
Rules for Creating User Defined Processes	27-11

28 The File Cabinet

Using the File Cabinet Management Subsystem	28-4
Selecting a Document	28-5
Refiling a Document	28-6
Cross-Filing a Document	28-7
Duplicating a Document	28-7
Printing More Than One Document	28-8
Printing All the Documents on the Selection List	28-9
Checking Each Document's Header Before Printing	28-9
Deleting More Than One Document	28-12
Deleting All the Documents on the Selection List	28-12
Checking Each Document's Header Before Deleting	28-13
Emptying Your Wastebasket Folder	28-14
Updating Header Information	28-15
Locating a Document	28-15
Finding the Next Document in a Folder	28-16
Finding the Next Document with the Same Number	28-17
Finding the Next Document with the Same Title	28-27
Finding the First Document in the Folder	28-18

Finding the First Document in the File Cabinet	28-18
Finding the Next Folder	28-18
Refiling All the Documents in a Folder	28-19
Cross-Filing All Documents in a Folder	28-20
Duplicating an Entire Folder	28-20
Deleting a Folder	28-21
Scratch Pad	28-22
Editing the Scratch Pad Contents	28-23
Printing the Scratch Pad Contents	28-23
Reading the Scratch Pad Contents	28-24
Mailing the Scratch Pad Contents	28-24
Deleting the Scratch Pad Contents	28-24
Filing the Scratch Pad Contents	28-25
Converting Documents	28-26
Printing an Index of Your File Cabinet	28-27
Reorganizing Your File Cabinet	28-28
The Wastebasket	28-28
Listing Documents in Your Wastebasket	28-29
Retrieving Documents from Your Wastebasket	28-29
Deleting Documents from Your Wastebasket Folder	28-29

29 Printing Documents and Messages

Printing More Than One Document or Message	29-2
Printing One Document or Message	29-2
The Printing Document Form	29-3
Document Destination	29-4
Printer Type	29-5
Number of Copies	29-5
Print Formatting and Processing	29-6
Changing the Printer Control Settings	29-7
Specifying a Print Time	29-8
Specifying Burst and Flag Pages	29-8
Specifying a New Page	29-9
Specifying a Page Header	29-9
Specifying Print Priority	29-9
Specifying Print Completion Notification	29-9
Changing the Print Settings for Standard Formatted Documents	29-10
Changing Control Settings	29-10
Changing Pagination Settings	29-11
Numbering the First Page	29-12
Specifying Autopagination	29-12
Specifying Which Pages to Print	29-13
Specifying Top and Bottom Margins	29-13

Specifying the Number of Lines Per Page	29-13
Specifying Spaces Between Columns	29-14
Specifying Print Quality	29-14
Specifying the Number of Lines Per Inch	29-14.1
Specifying the Left Margin	29-14.1
Specifying the Number of Characters per Inch	29-14.1
Specifying Replacement Characters	29-14.2
Specifying Extra Space Between Lines	29-15
Specifying Print Darkness	29-15
Specifying Paper Feeding Control	29-16
Specifying Shadow Printing	29-16
Changing the Page Layout	29-16
Setting the Top and Bottom Margins	29-19
Setting the Page Size	29-19
Setting the Left Margin	29-20
Setting the Column Spacing	29-20
Setting the Vertical Pitch	29-21
Setting the Horizontal Pitch	29-21
Adding Extra Space Between Lines	29-22
Specifying Footnotes or Endnotes	29-23
Saving a Print Setting	29-24
Restoring a Print Setting	29-25
Printing with Current Settings	29-25

30 User Setup

Using the User Setup Parameters Subsystem	30-2
Changing Your User Profile	30-3
Accessing Other Calendars	30-4
Changing the Printer Control Settings	30-5
Changing Your VMS Password	30-5
Setting Your Terminal Operating Mode	30-6
Selecting Hard Copy Mode	30-6
Selecting Screen Mode	30-7
Selecting Forced VT100 Mode	30-8
Activating Your Terminal Printer Port	30-8
Reorganizing Your File Cabinet	30-9

31 The ALL-IN-1 Editor

Editing a Document	31-3
Ending the Editing Session	31-3
Recovering a Document	31-4
Leaving the Editor Temporarily	31-5

Redefining Keys	31-6
Refreshing the Screen	31-6
The LK201 Arrow Keypad	31-7
Customizing the WPS and EDT Style Editors	31-8
The WPS Style Editor	31-8
Keypad Editing in WPS	31-8
WPS Editing Keys	31-9
WPS Main Keyboard Keys	31-11
Gold Key Combinations	31-12
WPS Control Key Combinations	31-15
Moving Around the Document	31-16
Selecting Text	31-17
Deleting Text	31-17
Inserting Text	31-19
Moving Text	31-21
Copying Text	31-22
Swapping Characters	31-23
Searching Your Document	31-23
Searching for Uppercase Letters	31-24
Substituting Characters	31-24
Changing Case	31-25
Centering Text	31-27
Using Rulers	31-27
Margins and Tabs	31-29
Word Wrapping	31-29
Word Wrap Marker	31-30
Tab Settings	31-31
Paragraph Indent	31-31
Storing Rulers	31-32
Setting Page Breaks	31-33
The PAGE MARKER	31-33
NEW PAGE Marker.	31-34
AUTOPAGE	31-35
Line Editing	31-36
The EDT style editor	31-37
Keypad Editing in EDT	31-38
EDT Keypad Editing Keys	31-38
EDT Main Keyboard Keys	31-41
EDT Gold Key Combinations	31-42
EDT Control Key Combinations	31-43
Differences from Standard EDT	31-44
Differences from the WPS Style Editor	31-44
Gold R (RULER)	31-45
Gold W	31-45
DEL WORD and RUB WORD	31-45
Line Editing in EDT	31-45

32 Special Menus

- The Interrupt Menu 32-2
 - Displaying the Current Time 32-3
 - Directories 32-3
 - Desk Calculator 32-4
 - Reading New Mail 32-4
 - Time Management 32-5
 - The Scratch Pad 32-5
- The Editor Menu 32-6
 - Using the Desk Calculator from the Editor Menu 32-7
 - Using DATATRIEVE from the Editor Menu 32-8
 - Time Management 32-9
 - Directories 32-9
 - Updating the Document Index Information 32-10
- The Get Document Menu 32-10
 - Including the Scratch Pad Contents 32-11
 - Including a File Cabinet Document 32-11
 - Including a VMS File 32-12
 - Including a User Defined Process (UDP) Key Definition 32-13

33 Using Digital Standard Runoff with ALL-IN-1

- Why Use RUNOFF? 33-2
- Creating a RUNOFF Source Document 33-2
- Reading a Formatted Document 33-3
- Reading a RUNOFF Source Document 33-4
- Printing a Formatted Document 33-4
- Printing a RUNOFF Source Document 33-5
- Mailing a RUNOFF Source Document 33-6
- Mailing a Formatted Document 33-6
- Inserting RUNOFF Commands 33-9
 - Parts of a RUNOFF Command 33-9
 - Abbreviating Commands 33-10
 - Entering Several Commands on a Line 33-10
 - Separating Command Parameters 33-11
- Basic RUNOFF Commands 33-12
 - Accepting Default Values (Null Parameters) 33-15
 - Default Command Values 33-15
 - RUNOFF Sample Documents 33-16

34 Hard Copy Mode

- Switching Modes 34-2
- Using the Keyboard Functions 34-3
- Entering Information 34-4
 - Form Identifiers 34-4
 - Field Identifiers 34-4
 - Field Overflow 34-5
- Scrolled Region Displays 34-5

A Keyboard Illustrations

B Additional Hints

- Saving Your Screen Image B-1
- Using the Desk Calculator Short Form B-2
- Getting Help on Menu Options B-2
- Entering Times and Dates B-2
- Changing the Header Information for a Document B-4

Glossary

Figures

- 1-1 ALL-IN-1 Main Menu 1-12
- 1-2 ALL-IN-1 Main Menu Additional Options Menu 1-13
- 2-1 Subsystem menu 2-2
- 2-2 Select Form 2-4
- 2-3 Create Form 2-5
- 2-4 Document Storage on ALL-IN-1 2-9
- 4-1 Electronic Messaging Menu (DECmail Style) 4-3
- 4-2 Electronic Messaging Folders (DECmail Style) 4-4
- 5-1 Electronic Messaging Menu (ALL-IN-1 Style) 5-3
- 5-2 Electronic Messaging Folders (ALL-IN-1 Style) 5-4
- 9-1 Desk Calculator Form 9-3
- 11-1 Meetings Menu 11-4
- 11-2 Example of Advanced Calendar Display 11-17
- 11-3 Example of Scan For Meeting Output 11-22
- 12-1 Appointments Menu 12-4
- 12-2 Example of Advanced Calendar Display 12-14
- 13-1 Reminders Menu 13-4
- 13-2 Example of Advanced Calendar Display 13-13

14-1	Action Items Menu	14-4
14-2	Example of Advanced Calendar Display	14-13
14-3	Short Index of Action Item Form	14-16
14-4	Long Index of Action Item Form	14-17
15-1	To-Do List Menu	15-3
15-2	Example of Advanced Calendar Display	15-11
16-1	Example Printed Listing of Day's Schedule	16-4
16-2	Example Printed Listing of Week's Schedule	16-5
16-3	Example of Printed Month Overview	16-6
16-4	Example Printed Listing of Conflicts	16-7
16-5	Example Printed Listing of All Events	16-8
16-6	Example Printed Listing of Day's Reminders/Action Items	16-9
16-7	Example printed Listing of Week's Reminders/Action Items	16-10
16-8	Example Printed Listing of To-Do List	16-11
16-9	Example Printed Listing of Two Calendars	16-13
16-10	Example Displayed Listing of Day's Schedule	16-16
16-11	Example Displayed Listing of Week's Schedule	16-17
16-12	Example of Displayed Month Overview	16-19
16-13	Example Displayed Listing of Conflicts	16-20
16-14	Example Displayed Listing of All Events	16-22
16-15	Example Displayed Listing of Day's Reminders/Action Items	16-23
16-16	Example Displayed Listing of Week's Reminders/Action Items	16-25
16-17	Example Displayed Listing of To-Do List	16-26
16-18	Example Displayed Listing of Two Calendars	16-28
17-1	Full Description Output Form	17-22
20-1	Document Transfer Between ALL-IN-1 and DECmate	20-4
20-2	DECmate Document Transfer Menu	20-7
20-3	Copying Documents Between ALL-IN-1 and a VMS File	20-9
20-4	Document Transfer Between ALL-IN-1 and the DECdx Index	20-13
21-1	Hardwired Connection	21-3
21-2	Modem Connection	21-4
24-1	Example of a Printout from the Description of Form Option	24-13
24-2	Example of a Printout from the List of Library Option	24-16
24-3	Example of Printout from the Named Data Option	24-17
24-4	Example of a Display from the Description of Form Option	24-19
24-5	Example of a Display from the List of Library Option	24-21
24-6	Example of a Display from the Named Data option	24-22
24-7	Example of Named Data Before and After Reorganization	24-27

27-1	Example of Output from the Index Option	27-8
28-1	ALL-IN-1 File Cabinet	28-2
29-1	Printing Document Form	29-4
29-2	Printer Control Settings Form	29-7
29-3	Printer Pagination Settings Form	29-12
29-4	Page Layout Form	29-17
30-1	Hard Copy Mode Display	30-7
31-1	The WPS Editing Keypad	31-9
31-2	A WPS Ruler	31-28
31-3	The EDT Editing Keypad	31-38
32-1	Scratch Pad Editor Menu	32-6
32-2	Editor Menu	32-7
33-1	A RUNOFF Command	33-10
33-2	Sample RUNOFF Source Documents	33-17
33-3	Sample Formatted Documents	33-18
34-1	Example of Hard Copy Mode Index Output	34-6
34-2	Example of Hard Copy Mode ESC L or ESC S Output	34-7
A-1	VT100AA Keyboard	A-2
A-2	VT100WA Keyboard	A-3
A-3	VT100WW Keyboard Variation	A-5
A-4	LK201AA Keyboard	A-7
A-5	LK201BA Keyboard	A-9

Tables

1-1	ALL-IN-1 Key Locations	1-7
2-1	Examples of Current Item Fields	2-3
2-2	Index Entry Types	2-9
2-3	ALL-IN-1 Primary Keys	2-10
2-4	ALL-IN-1 Gold Key Sequences	2-11
2-5	Arrow Keys on Forms	2-13
2-6	Arrow Keys on Menus	2-14
2-7	ALL-IN-1 Keypad Keys	2-14
2-8	Control Key Sequences	2-15
3-1	Word and Document Processing Menu Options	3-2
3-2	Selecting a Document	3-4
4-1	Electronic Messaging Main Menu Options	4-5
4-2	Options Available on the Message Options Menus	4-12
4-3	The Options Menu Options	4-23
4-4	Automatic Forward and Reply Options Menu	4-27
4-5	Nickname Options Menu	4-30
4-6	Distribution List Options Menu	4-33
5-1	The Electronic Messaging Menu Options	5-5
5-2	Additional Messaging Options Menu	5-17
5-3	Advanced Messaging Options Menu	5-25
6-1	Nickname Management Menu Options	6-2

7-1	Distribution List Management Menu Options	7-2
8-1	Desk Management Menu Options	8-2
9-1	Keys for Arithmetic Calculations	9-7
9-2	Valid Algebraic Symbols	9-13
9-3	Valid Trigonometric Functions	9-13
10-1	Time Management Menu Options	10-3
10-2	Calendar Access Management Menu Options	10-4
11-1	Meetings Menu Options	11-3
11-2	Calendar Keys	11-5
11-3	Date Commands	11-6
11-4	Additional Options Menu Options	11-18
12-1	Appointments Menu Options	12-3
12-2	Calendar Keys	12-5
12-3	Date Commands	12-6
12-4	Additional Options Menu Options	12-16
13-1	Reminders Menu Options	13-3
13-2	Calendar Keys	13-5
13-3	Date Commands	13-6
13-4	Additional Options Menu Options	13-15
14-1	Action Items Menu Options	14-3
14-2	Calendar Keys	14-5
14-3	Date Commands	14-6
14-4	Additional Options Menu Options	14-15
15-1	To-Do List Menu Options	15-2
15-2	Calendar Keys	15-4
15-3	Additional Options Menu Options	15-13
16-1	Print Options Menu Options	16-2
16-2	Display Events Menu Options	16-14
17-1	Directories Menu Options	17-2
17-2	Corporate Phone Directory Menu Options	17-3
17-3	Print Options Menu Options	17-7
17-4	Personal Phone Directory Menu Options	17-11
17-5	ALL-IN-1 Phone Directory Menu Options	17-18
18-1	Information Management Menu Options	18-2
19-1	Communications Menu Options	19-2
19-2	VAX/VMS Phone Utility Commands	19-3
20-1	Document Transfer Menu Options	20-2
21-1	Communications Control Menu Options	21-6
21-2	Record Session Menu Options	21-20
21-3	Document Sending Menu Options	21-24
21-4	Communications Control Interrupt Menu Options	21-29
21-5	Control Document Symbols	21-36
21-6	Control Document Commands	21-38
23-1	Program Development Menu Options	23-2
24-1	Forms Development Menu Options	24-3
24-2	Create Options Menu Options	24-5

24-3	Edit a Form Description Menu Options	24-8
24-4	Print Options Menu Options	24-11
24-5	Read Options Menu Options	24-18
25-1	Programming Functions Menu Options	25-2
25-2	VMS File Maintenance Menu Options	25-10
27-1	User-defined Process Maintenance Menu Options	27-3
27-2	WPS Keystrokes in a UDP Definition	27-13
27-3	EDT Keystrokes in a UDP Definition	27-15
28-1	File Cabinet Menu Options	28-4.1
28-2	Multiple Print and Multiple Delete Additional Options Menu Options	28-11
28-3	Locate Document Menu Options	28-16
28-4	Scratch Pad Menu Options	28-23
29-1	Examples of Print Queues	29-5
29-2	Print Settings Menu Options	29-10
29-3	Extra Half-lines Values	29-15
29-4	Summary of Page Layout Settings	29-18
29-5	Left Margin Characters	29-23
30-1	User Setup Parameters Menu Options	30-2
30-2	Set Default Terminal Mode Menu Options	30-6
31-1	The LK201 Arrow Keypad	31-7
31-2	WPS Style Editor Keypad Key Names	31-10
31-3	WPS Style Editor Main Keyboard Keys	31-12
31-4	WPS Style Editor Gold Key Combinations	31-13
31-5	WPS Style Editor Control Key Combinations	31-15
31-6	Commonly Used Line Editing Commands	31-37
31-7	EDT Style Editor Key Names	31-39
31-8	EDT Style Editor Main Keyboard Keys	31-41
31-9	EDT Style Editor Gold Key Combinations	31-42
31-10	EDT Style Editor Control Key Combinations	31-43
32-1	Interrupt Menu Options	32-3
32-2	Get Document Menu Options	32-11
33-1	Basic RUNOFF Commands	33-12
B-1	Set Date Commands	B-3

Preface

PRODUCT NAME: ALL-IN-1 OFFICE MENU

VERSION: 2.1

Purpose of This Book

This book explains in detail all the functions and applications available on the ALL-IN-1 computer system. It will help you gain the maximum benefit from your computer system to better manage your time and work load.

This book is a reference document for using the ALL-IN-1 applications. You do not need to read the entire book to obtain the information you require to use specific ALL-IN-1 applications. You can refer only to those chapters that are of interest to you and that pertain to the ALL-IN-1 applications you use. You should read the ALL-IN-1 System Overview and ALL-IN-1 System Concepts chapters, which provide a general discussion of the ALL-IN-1 system and of ALL-IN-1 system-wide features and functions. If your organization is using a customized version of ALL-IN-1, see your system manager for any additional relevant documentation.

Intended Audience

This document is intended for users familiar with the ALL-IN-1 system basics. If you are a new user, review the *ALL-IN-1 Getting Started Guide* and the Computer Based Instruction (CBI) courses before using this book.

Getting Help

If you make a mistake or forget how to complete a task, you can quickly get help from the following sources:

- On-line Help available by pressing Gold H
- Help by entering HELP on a menu
- Computer Based Instruction (CBI) lessons available by entering the Training (TR) option on most ALL-IN-1 menus
- Gold L or Gold S in form fields
- The glossary in this book

Related Documents

The following documents are part of the ALL-IN-1 Office Menu Documentation Set:

ALL-IN-1 Office Menu User's Reference, Volume 1

ALL-IN-1 Office Menu User's Reference, Volume 2

ALL-IN-1 Office Menu Getting Started Guide

I *ALL-IN-1 Office Menu Quick Lookup*

ALL-IN-1 Office Menu Application Programmer's Reference, Volume 1: Flow Control

ALL-IN-1 Office Menu Application Programmer's Reference, Volume 2: Functions

ALL-IN-1 Office Menu Application Programmer's Reference, Volume 3: Applications

ALL-IN-1 Office Menu Programmer's Mini-Reference

ALL-IN-1 Office Menu Installation Guide

ALL-IN-1 Office Menu System Manager's Guide

The following documents were used as references for this book. You may find them helpful for more specific information.

VAX DIGITAL Standard Runoff (DSR) Reference Manual

VAX EDT Editor Manual

Introduction to VAX DATATRIEVE

VAX DATATRIEVE Reference Manual

VAX DATATRIEVE User's Guide

VAX DATATRIEVE Guide to Using Graphics

VAX/VMS DCL Dictionary

Guide to Using DCL and Command Procedures on VAX/VMS

Introduction to VAX/VMS

Guide to VAX/VMS System Management and Daily Operations

VT100 User Guide

Document Conventions

The following conventions are used throughout this document:

Dot Matrix	Indicates prompts and messages from the computer.
Red Print	Indicates entries you make at the terminal.
CTRL/X	Indicates that you hold down the CTRL key while you press X.
.	Indicates that the example contains more information than is shown.
.	
.	

Preface

Gold X	Indicates that you press the Gold key and then the X key. For example, press Gold A for the Additional Options function.
Press	Indicates that you invoke a single keyboard command. For example, press the EXIT SCREEN key to return to the previous menu.
Enter	Indicates information you put into a field on a menu or form. For example, enter the folder name in the Folder field.
Type	Indicates information you put into a document, program module, or mail message. For example, type the document text, then press Gold F to save it.
UPPERCASE	Indicates keyboard keys and Gold functions.

ALL-IN-1 System Overview

ALL-IN-1 Office Menu is a software application that runs on the VAX/VMS operating system. ALL-IN-1 connects several DIGITAL office applications such as Word and Document Processing, Electronic Messaging, and Desk Management under one menu. This means that you can conveniently access all these applications from a single main menu.

ALL-IN-1 provides functions similar to tasks that you typically perform at your desk. The terms used throughout the system relate to familiar office terms. For example, you get your mail from an Inbox. Any documents or messages you want to retain are filed in your File Cabinet in file folders.

You communicate with ALL-IN-1 through a terminal. ALL-IN-1 uses menus to prompt you step-by-step through system use. When you are familiar with the system, you can go directly to the various applications, bypassing the intermediate menus.

The extensive Help facility helps you learn how to use ALL-IN-1, explains error messages, and gives you correction instructions. In addition, you can display the keyboard layouts. A keyboard layout shows you what each keyboard key means.

The ALL-IN-1 Subsystems

A subsystem is an application that can perform many office tasks. Each major subsystem contains a menu of options that allow you to perform specific tasks immediately, or access other related applications. For example, from the Word and Document Processing menu you can enter the Create option to create a document or you can enter the File Cabinet option to get to the File Cabinet Management Subsystem. Through the File Cabinet Management Subsystem you can manipulate documents, memos, and modules that you create through the Word and Document Processing, Electronic Messaging, and Program Development Subsystems.

The major ALL-IN-1 subsystems are:

Word and Document Processing

Lets you create and maintain documents stored in your File Cabinet for later reference. The other applications available from the Word and Document Processing menu are:

- User Defined Processing, which lets you store and retrieve keystrokes you use frequently when using ALL-IN-1.
- Document Transfer, which lets you copy documents between your File Cabinet and DECmate or VMS.
- File Cabinet, which lets you store and arrange documents created through the other subsystems.

Electronic Messaging

Lets you prepare, send, and receive mail messages. The other applications available from the Electronic Messaging Subsystem are:

- Distribution List Management, which lets you create and maintain your own distribution lists of users to whom you frequently send mail.
- Nickname Management, which lets you create and maintain a list of nicknames for users to whom you frequently send mail.

Desk Management

- File Cabinet. (See File Cabinet under Word and Document Processing.)

Contains applications that help you organize your daily tasks and time. The applications available from the Desk Management menu are:

- Calculations, which lets you access ALL-IN-1's Desk Calculator.
- Time Management, which lets you create and maintain a personal calendar of activities for a day, week, or month. Time Management also lets you arrange meetings with other ALL-IN-1 users and automatically notifies them of the date and time.
- Directories, which lets you find information, such as phone numbers, about other users in your corporation or other ALL-IN-1 users on your system. In addition, you can maintain your own personal directory and access the Distribution List Management and Nickname Management applications.

Information Management

Lets you access applications that let you generate reports and process data. The other applications available from the Information Management menu are:

- Calculations. (See Calculations under Desk Management.)
- Communications. (See Communications.)
- Directories. (See Directories under Desk Management.)

Communications

Lets you access information located at other systems on your computer system network and transfer that information to your File Cabinet. The other applications available from the Communications menu are:

- Terminal Phone, a VAX/VMS application that lets you use your terminal to interactively communicate with another user on your computer system network.
- Document Transfer. (See Document Transfer under Word and Document Processing.)
- Communications Control, which lets you establish a link between your ALL-IN-1 system and another computer system.

Program Development

Lets you or your system manager customize ALL-IN-1 to meet the specific needs of your department or company. These programs are created and then merged into ALL-IN-1. The other applications available from the Program Development menu are:

- Forms Development, which lets you create new menus and entry forms to use with customized or third-party applications.
- Programming Functions, which lets you create new applications to use with ALL-IN-1.

***NOTE:** Several ALL-IN-1 applications are listed under more than one menu, letting you conveniently see and use these applications without leaving the current menu.*

There are two ALL-IN-1 subsystem menus that act as place holders for applications that you and your company may want to add to the ALL-IN-1 system. These subsystems are:

Business Applications

Lets a programmer or system manager include additional DIGITAL or non-DIGITAL software products.

Profession Specific

Lets you develop and merge your own programs into ALL-IN-1. These programs will run only at your terminal, letting you customize ALL-IN-1 to meet your personal working requirements.

Your Workstation

ALL-IN-1 runs on the VAX computer system. The computer system stores your work so you can use it again. You communicate with ALL-IN-1 through your workstation. The workstation is known as an input/output device.

The workstation can include:

- A terminal, including a keyboard
- An optional printer, which can be a:
 - Letter Quality Printer
 - Draft Printer
 - Laser Printer
- A modem

The Terminal

If you use a video terminal with ALL-IN-1, the information you type at the keyboard appears on the screen as you type it. Information you remove (delete) from a document or form also disappears from your copy on the screen.

The cursor is the line (or rectangular block) that blinks on the screen. It indicates where the next character you type will appear.

Refer to the Hard Copy Mode chapter in this book for information on using ALL-IN-1 with a hard-copy terminal.

Keyboards. You enter information and start ALL-IN-1 operations with the keyboard. The VT100 terminal keyboard consists of two sections that work together to perform specific functions: the main keyboard and the keypad. The LK201 keyboard is divided into three sections: the main keyboard, the arrow keypad, and the keypad.

The main keyboard is like the keyboard on a typewriter. You use this keyboard to type information into documents and enter information into fields on forms. The main keyboard also contains special function keys that affect your terminal display.

The special function keys and key combinations that affect your screen display are:

- SET-UP Puts your terminal in Set-Up Mode. You can change the way your terminal will operate. See your terminal's user guide for instructions on how to use Set-Up Mode.
- CTRL Performs special functions in conjunction with another key. For example, holding down CTRL and pressing W refreshes (redispays) the screen.
- CTRL/W Redispays the screen.
- CTRL/Y Exits the current ALL-IN-1 session and either returns you to the VMS dollar sign (\$) prompt or logs you off the system. To use ALL-IN-1, you must log in again.

WARNING: *Do NOT press CTRL/Y while using ALL-IN-1. You will immediately be logged out of ALL-IN-1. If you were creating or modifying text before the CTRL/Y, it may be lost.*

The standard ALL-IN-1 editors, WPS and EDT, maintain journal files during editing sessions. These files let you recover edits made during a session that was interrupted. ALL-IN-1 looks for a journal file when you enter an editing session. If one exists, ALL-IN-1 asks you if you want to recover the edits from the previous editing session. If you respond Y (yes), ALL-IN-1 recovers the edits from the journal file. If you respond N (no), ALL-IN-1 does not recover the edits from the journal file, and the edits made during the previous editing session are lost.

The Keypad. The keypad is the smaller set of keys to the right of the main keyboard. You use the keypad to perform common ALL-IN-1 operations. You can save many keystrokes by pressing a single key on the keypad.

NOTE: If you are using an LK201 keyboard, the arrow keypad is between the main keyboard and the keypad.

Table 1-1 lists the ALL-IN-1 key names and their corresponding physical location on the VT100, LK201, and hard-copy terminal keyboards.

Table 1-1 ALL-IN-1 Key Locations

ALL-IN-1 KEY NAME	VT100WA VT100WW	VT100AA	LK201BA	LK201AA	Hard Copy
BACKSPACE	HYPH PUSH	BACK SPACE	F12 (BS)	F12 (BS)	BACK SPACE
DELETE	RUB CHAR OUT	DELETE	WORD CHAR	<X>	DELETE
DELETE FIELD	RUB WORD OUT	LINE FEED	F13 (LF)	F13 (LF)	LINE FEED
EXIT SCREEN	ADVANCE	0	ADVANCE	0	ESC 0
GOLD	GOLD	PF1	GOLD	PF1	ESC
INSERT	GOLD DEL WORD	PF1 PF3	GOLD DEL WORD	PF1 PF3	Not Applicable
NEXT SELECTION	SEL		SEL	.	ESC .
OVERSTRIKE	DEL WORD	PF3	DEL WORD	PF3	Not Applicable

Hints:

- Refer to the *ALL-IN-1 Quick Lookup* for illustrations and descriptions of the ALL-IN-1 keypad definitions.
- Refer to the Keyboards appendix in this book for illustrations of the above keyboards.

The Keyboard Indicator Lights. The lights located above the main keyboard of a VT100 and above the arrow keypad of an LK201 are the indicator lights. The indicator lights give you the operating status of your workstation.

The VT100 indicator lights are:

- **ON LINE** — When lit, indicates your workstation is connected to the computer system. This light should be lit at all times.

If your ON LINE indicator is off, perform the following steps to switch your terminal to ON LINE:
 - 1 Press the SET-UP key.
 - 2 Press the LINE/LOCAL key.
 - 3 Press the SET-UP key again.
- **LOCAL** — When lit, indicates your workstation is not connected to the computer system and is operating as a stand-alone unit. To connect your terminal to the computer system, follow the instructions in the ON LINE section above.
- **KBD LOCKED** — When lit, indicates your keyboard is locked and cannot transmit information. To unlock your keyboard, press the SET-UP key twice.

The LK201AA and LK201BA indicator lights are:

- **Hold Screen** — When lit, indicates you have pressed the Hold Screen key to freeze the display on your terminal screen.
- **Lock** — When lit, indicates you have pressed the Lock key causing your keyboard to generate only uppercase characters. You must press the Lock key again to generate lowercase characters.
- **Compose** — When lit, indicates you have pressed the Compose Character key in order to create a composite character.
- **Wait** — When lit, indicates your keyboard is locked and cannot transmit information.

To unlock your keyboard, perform the following steps:

- 1 Press the SET-UP key.
- 2 Use the Arrow keys to select the CLEAR COMM feature.

- 3 Press the ENTER key.
- 4 Use the Arrow keys to select the EXIT feature.
- 5 Press the ENTER key.

Hints:

- If the word SET-UP appears in large letters on your screen, press the SET-UP key to return to normal operation.
- Refer to your terminal's user guide for information on your terminal's Set-Up Mode.

Using the ALL-IN-1 System

The following sections provide information on logging in to ALL-IN-1, the Main Menu, system-wide features, help, training, and messages.

When you are using ALL-IN-1 be sure to follow all the instructions on the screen. Use the TAB and BACKSPACE keys to move between fields on forms, and press RETURN after selecting a menu option or completing a form.

Logging In To ALL-IN-1

Before you can log in to ALL-IN-1, you must log in to your VAX/VMS computer system. Refer to your VAX/VMS documentation for more information on logging in to a VAX/VMS system.

If you have any problems logging into your computer system, see your system manager.

Logging In From a Hardwired Terminal. A hardwired terminal is one that is connected directly to the computer system by a cable.

To log in to your VMS account from a hardwired terminal:

- 1 Turn on your terminal.
- 2 Press RETURN.
- 3 Enter your VMS user name at the Username prompt and press RETURN.

- 4 Enter your VMS password at the Password prompt and press RETURN.

VMS displays any system messages for that day. Then, either the VMS dollar sign (\$) prompt displays or the ALL-IN-1 Main Menu displays. If the ALL-IN-1 Main Menu displays, you can begin using ALL-IN-1 immediately. If the VMS dollar sign (\$) prompt displays, you must log in to ALL-IN-1.

To log in to ALL-IN-1:

- 1 Enter ALLIN1 at the dollar sign (\$) prompt.
If you receive an error message, see your ALL-IN-1 system manager for the command to invoke ALL-IN-1 at your site.
- 2 Enter the ALL-IN-1 login command at the dollar sign (\$) prompt.
- 3 Enter your ALL-IN-1 user name, if ALL-IN-1 asks for it.
- 4 Enter your ALL-IN-1 password, if ALL-IN-1 asks for it.

ALL-IN-1 displays the Main Menu. ALL-IN-1 asks you for your user name if your VMS and ALL-IN-1 user names are different. If you do not know what your ALL-IN-1 user name is, see your ALL-IN-1 system manager. If you do not know what your ALL-IN-1 password is, see your ALL-IN-1 system manager.

Establishing a Modem Connection. If your terminal is not connected directly to the computer system, the connection must be made over telephone lines through a modem.

To log in to your VMS account through a modem:

- 1 Turn on your terminal.
- 2 Check that your modem is set up for data communication.
- 3 Dial the computer system's telephone number.
- 4 Enter whatever information is necessary to connect to the system you want.
- 5 Enter your VMS user name at the Username prompt and press RETURN.
- 6 Enter your VMS password at the Password prompt and press RETURN.

VMS displays any system messages for that day. Then, either the VMS dollar sign (\$) prompt displays or the ALL-IN-1 Main Menu displays. If the ALL-IN-1 Main Menu displays, you can begin using ALL-IN-1 immediately. If the VMS dollar sign (\$) prompt displays, you must log in to ALL-IN-1.

Refer to the documentation for your modem for specific information on using the modem you have.

See your system manager for the telephone number for your site and for specific information on logging in from a modem.

To log in to ALL-IN-1:

- 1 Enter ALLIN1 at the dollar sign (\$) prompt.

If you receive an error message, see your ALL-IN-1 system manager for the command to invoke ALL-IN-1 at your site.

- 2 Enter the ALL-IN-1 login command at the dollar sign (\$) prompt.
- 3 Enter your ALL-IN-1 user name, if ALL-IN-1 asks for it.
- 4 Enter your ALL-IN-1 password, if ALL-IN-1 asks for it.

ALL-IN-1 displays the Main Menu. ALL-IN-1 asks you for your user name if your VMS and ALL-IN-1 user names are different. If you do not know what your ALL-IN-1 user name is, see your ALL-IN-1 system manager. If you do not know what your ALL-IN-1 password is, see your ALL-IN-1 system manager.

The Main Menu

Options are selections you make from a menu. Options can either place you in a subsystem, display a form on the screen, or perform a task. For example, Electronic Messaging is an option on the Main Menu. If you enter EM on any menu and press RETURN, ALL-IN-1 displays the Electronic Messaging menu. However, if you enter EX (Exit) on a menu and press RETURN, you are immediately logged out of ALL-IN-1.

Figure 1-1 illustrates the ALL-IN-1 Main Menu.

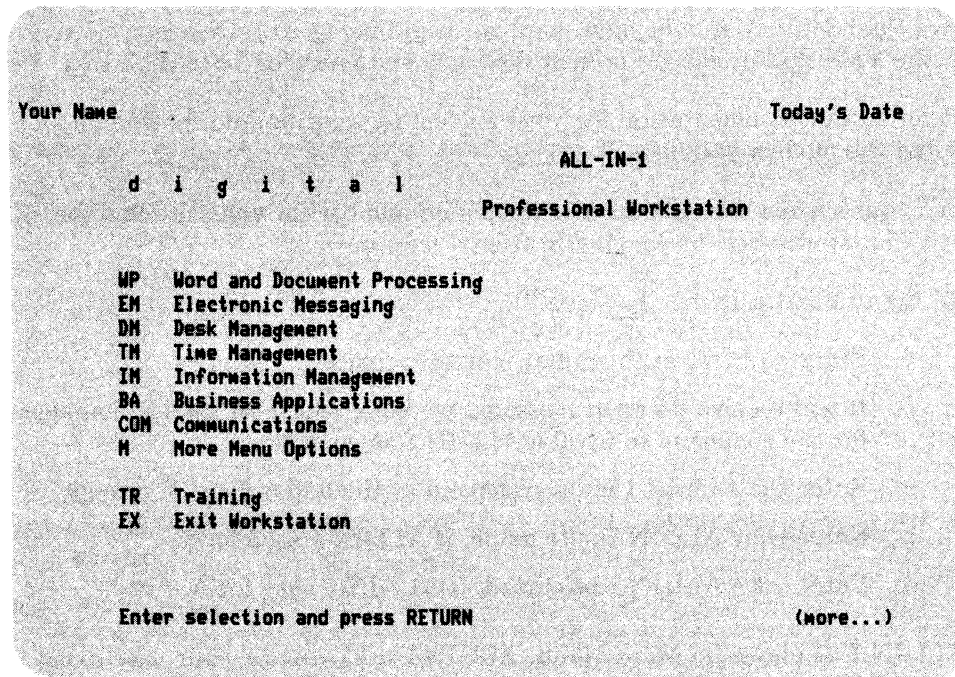


Figure 1-1 ALL-IN-1 Main Menu

Figure 1-2 illustrates the portion of the Main Menu you see when you choose the More Menu Options (M) option.

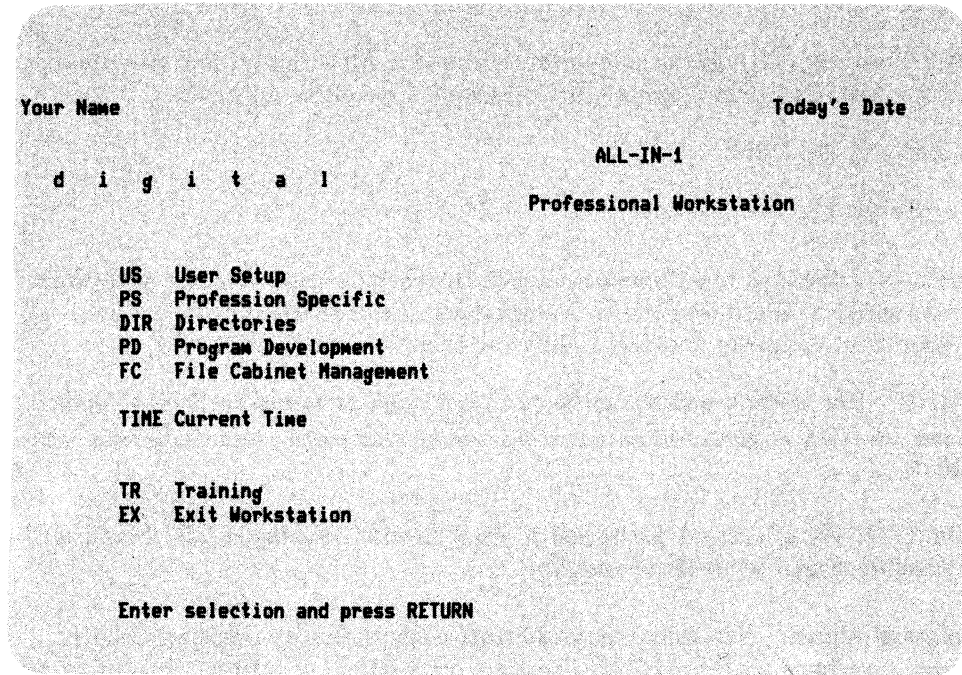


Figure 1-2 ALL-IN-1 Main Menu Additional Options Menu

System-Wide Features

ALL-IN-1 has many features available system-wide. The Training (TR) option is available from many of the ALL-IN-1 menus. Help and the Interrupt Menu are available from anywhere within the ALL-IN-1 system.

Training. The Computer Based Instruction (CBI) Facility provides on-line training in the use of the Word and Document Processing, Electronic Messaging (ALL-IN-1 Style), Desk Management, and Time Management Subsystems. The CBI Facility also provides a general overview of ALL-IN-1.

The CBI Facility provides lessons in two modes: CBI Mode and REAL Mode. In CBI Mode, ALL-IN-1 provides the examples for the lessons. In REAL Mode, ALL-IN-1 uses existing information in the user's account.

The Training (TR) option is available from the Main Menu and from many of the ALL-IN-1 subsystem menus, where it appears as an option.

To access the CBIs:

Enter TR.

ALL-IN-1 displays the Computer Based Instruction menu for the subsystem from which you entered the training option. Choose the option for the lesson that interests you and follow the instructions on the screen.

NOTE: *The CBIs are designed to run on a video terminal in Screen Mode. They do NOT support hard-copy terminals or video terminals in Hard Copy Mode.*

On VMS V3, a message broadcast to your terminal during a CBI lesson will cause the screen to scroll up one line.

Interrupt Menu. You can access the Interrupt Menu by pressing Gold I from anywhere within ALL-IN-1, even from within the editor. The Interrupt Menu lets you display the current time, read new mail, use the Time Management, Directories, and Desk Calculator Subsystems, and use the Scratch Pad. Refer to the Special Menus chapter in this book for information on using the options available from the Interrupt Menu.

Help. The ALL-IN-1 Help Facility provides you with information without requiring you to refer to documentation. The Help Facility provides you with information on what to do.

Help can act as a quick reminder when you perform a new or less familiar operation. Step-by-step instructions will lead you through specific operations.

To access the Help facility:

Press Gold H.

You can get information on how to use the Help Facility by entering HELP on a menu and pressing RETURN.

Messages and Prompts. ALL-IN-1 displays messages and prompts on the bottom line of the screen. Messages provide information on what ALL-IN-1 is doing, such as **New document selected**. Prompts ask you to enter information into a field, such as **Do you really want to delete this document [Y/N] ?**.

Leaving ALL-IN-1

There are two ways to leave ALL-IN-1:

- Temporarily exiting to VMS
- Logging out

Temporarily Exiting to VMS

You must have DCL privilege to temporarily exit from ALL-IN-1. Check with your ALL-IN-1 system manager to see if you have this privilege.

To temporarily leave ALL-IN-1 from a menu:

- 1 Hold down the SHIFT key and press \$.
- 2 Press RETURN.

To temporarily leave ALL-IN-1 from anywhere in the ALL-IN-1 system:

- 1 Press Gold.
- 2 Hold down the SHIFT key and press \$.

ALL-IN-1 clears the screen and places you at DCL level. The VAX/VMS dollar sign (\$) prompt appears. You can now use VMS utilities to work with files or perform other functions. Refer to your VAX/VMS documentation for information on working with VMS files and utilities.

To return to ALL-IN-1:

Press RETURN at the dollar sign (\$) prompt.

When you press RETURN, you return to the ALL-IN-1 menu or form from which you temporarily exited ALL-IN-1.

Logging Out of ALL-IN-1

When you finish using ALL-IN-1, you can leave your workstation by entering the Exit Workstation (EX) option from any subsystem menu. This option logs you out of ALL-IN-1. If the ALL-IN-1 Main Menu displayed after you entered your VMS password, entering EX will log you off the VAX/VMS system as well as out of ALL-IN-1. If the VMS dollar sign (\$) prompt displayed after you entered your VMS password, entering EX returns you to the dollar sign (\$) prompt.

If you are at the dollar sign (\$) prompt and want to log off the VAX/VMS system, enter LOGOUT.

2

ALL-IN-1 System Concepts

ALL-IN-1 communicates with you through forms displayed on the terminal screen. The primary menu form is the first menu displayed whenever you access a particular subsystem. Menus contain several options as well as fields. A generic menu form is illustrated in Figure 2-1.

If you use a hard-copy terminal, or operate ALL-IN-1 in Hard Copy Mode, ALL-IN-1 does not display menus or forms on the terminal; instead, ALL-IN-1 displays prompts. Refer to the Hard Copy Mode chapter in this book for information on using ALL-IN-1 in Hard Copy Mode.

```

Your Full Name          Your Title          Day   Date
Subsystem Name
SEL  Select            Category:      <field 1>
C    Create            Name:         <field 2>
E    Edit              Number:       <field 3>
D    Delete
P    Print
R    Read
I    Index

01   Option 1
02   Option 2

Enter selection and press RETURN          (more...)
```

Figure 2-1 Subsystem Menu

The top three lines contain information about you and the subsystem. This information can include: your full name (as it exists in your User Profile), job title, the day of the week, the current date, the subsystem name, and the number of mail messages in your electronic mailbox. ALL-IN-1 updates the number of messages whenever the screen repaints. The Category, Name, and Number fields represent the current items for this subsystem. These fields make up the Current Item Block.

Current Items

An item is an entry you make, for example, a document, a mail message, an action item, or a module. The current item fields display the attributes of the item you are currently working with or last worked with in the particular subsystem. ALL-IN-1 maintains these items from one session to another, even if you leave ALL-IN-1 and the VMS system.

There are three or four current item fields in a subsystem. The first field represents the most general organization of items, and the last field represents the most specific. Table 2-1 provides examples of current item fields that pertain to specific subsystems.

Table 2-1 Examples of Current Item Fields

Subsystem Name	Field 1	Field 2	Field 3	Field 4
Word and Document Processing	Folder	Title	Number	
Electronic Messaging	Folder	Title	Number	Status
Forms Development	Library	Form		
Programming Functions	Folder	Title	Number	
Personal Phone Directory	Name	Business	Personal	
File Cabinet	Folder	Title	Number	

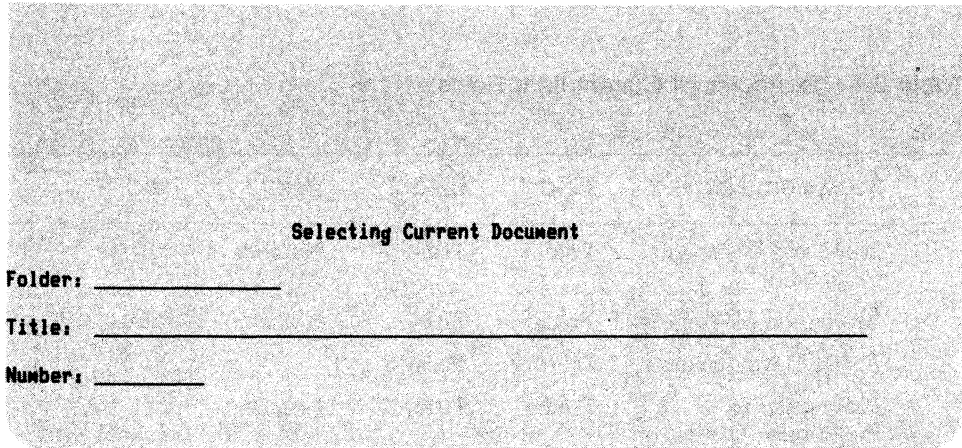
System-Wide Options

ALL-IN-1 has some system-wide key definitions. Refer to the section System-Wide Keyboard Definitions in this chapter for information on these keys.

ALL-IN-1 uses a core of menu options to perform basic functions. Though they may display different forms or none at all, the operation invoked is the same. For example, in the Word and Document Processing Subsystem, the Edit option places you in your default editor. In the Action Items Subsystem, the Edit option places you in an entry form that lets you modify the current action item. The sections that follow briefly describe each option.

Select. The Select option lets you change the current item fields. You must select the item you want to work with before choosing a menu option. When you enter the Select option, an overlay form displays on the lower half of the screen. The current items and the subsystem menu name remain on the screen so you can enter a new item while referring to the last item

selected. Figure 2-2 illustrates an example form: these current item fields are found in the Word and Document Processing subsystem. Often, you can use Gold L and Gold S to help you select these items.



Selecting Current Document

Folder: _____

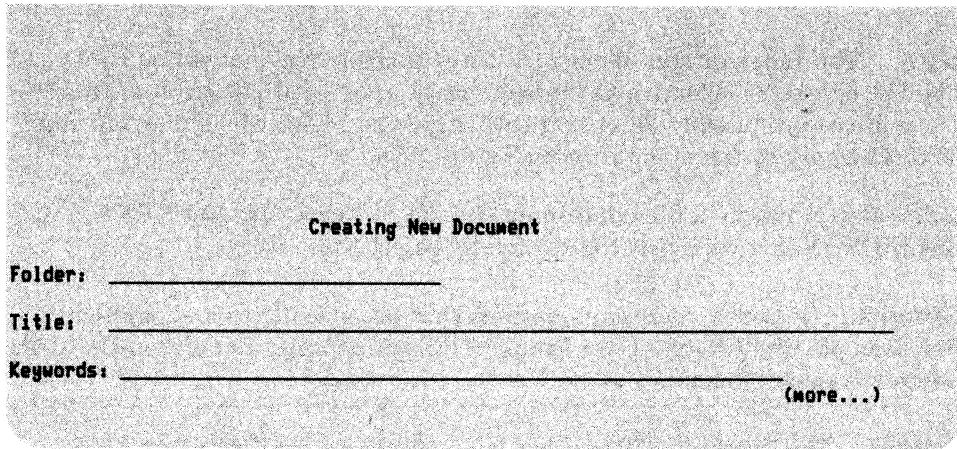
Title: _____

Number: _____

Figure 2-2 Select Form

Create. The Create option lets you create a new item in a subsystem. It may be a document, an action item, a mail message, a new FMS form, and so on, depending upon the subsystem. The Create option will either display an overlay form on the lower half of the screen or begin to process your

request to create a new item. Figure 2-3 illustrates an example form: these current item fields are found in the Word and Document Processing subsystem.



Creating New Document

Folder: _____

Title: _____

Keywords: _____ (more...)

Figure 2-3 Create Form

Edit. The Edit option lets you modify an existing item. The Edit option may work differently depending on the subsystem, but the result is the same, modification of the current item.

Delete. The Delete option removes the current item from its folder and places it in the Wastebasket folder. ALL-IN-1 displays a confirmation message, letting you cancel the operation if you change your mind. This is usually a one line prompt near the bottom of the screen. You can respond Y (yes) and press RETURN to perform the deletion, or respond N (no) and press RETURN to cancel it, or press EXIT SCREEN to cancel it.

Print. The Print option displays the Printing Document form, from which you can determine such things as the output destination, the number of copies, and, by pressing Gold A, printer parameters (like the number of lines on a page, vertical spacing, margins, and shadow print).

In some cases, you can print a brief or full description of the items in a subsystem.

Read. The Read option displays the current item on the terminal screen. Read will either display an item (as with a document or a mail message) or show you information about the current item (as with an action item or a phone directory entry).

Index. The Index option displays a list of items in the current subsystem. The list can be as selective as desired, based upon your selection criteria. These items are usually all contained within the highest level current item field (*Category* in the menu form in Figure 2-1).

Index also produces a file containing the list of items. Use the NEXT SELECTION key with this list to rapidly select these items.

Option X. Option X represents options that are specific to a subsystem. For example, the Change User Profile (UP) option appears only on the User Setup Parameters menu.

Training. The Training (TR) option lets you access the Computer Based Instruction (CBI) courses available for most subsystems. You can access this option from many ALL-IN-1 subsystems, even though it does not appear on every subsystem menu. Refer to the ALL-IN-1 System Overview chapter in this book for more information on the Training option.

More Menu Options. The More Menu Options option appears only on the ALL-IN-1 Main Menu. However, many subsystems have additional options, and the message (*more...*) appears at the bottom right of the menu to indicate that they are available on a secondary menu. Secondary menus contain the less frequently used options in a subsystem. The primary and any secondary menus together make up a form-set. Selecting this option displays an overlay form of additional options. Pressing Gold A performs the same function.

ALL-IN-1 Form Types

There are six basic form types: Menu, Entry, Index, Help, List, and Edit. The sections that follow summarize each form. Though forms apply to the subsystem in which they are found, the form types share general features throughout the system.

A Menu Form

A menu form displays a list of options from which you can choose a task to perform or another subsystem to work with. For example, if you select the Delete option from the Word and Document Processing menu, ALL-IN-1 deletes the document. If you select the Electronic Messaging option, the Electronic Messaging menu displays, from which you can choose more options to perform specific tasks.

An Entry Form

An entry form contains fields through which you provide ALL-IN-1 with the information or instructions required to complete an operation. An entry form can consist of a combination of optional and required fields. For example, to create a reminder you must complete an entry form that files information about the reminder you are creating in your Reminder List.

An Index Form

An index form contains a scrolled area in which ALL-IN-1 displays a list of items based upon the information you provide. This form also contains fields into which you enter the information you want ALL-IN-1 to use in selecting the documents for the Selection List.

A List Form

A list form contains a scrolled area in which ALL-IN-1 displays a list of available choices for the field you are in.

An Edit Form

An edit form lets you create, and/or modify text in a document, mail message, or program module. When you are in the text form, the screen clears and only the word [END] or [EOB] (for end of buffer) displays. [END] or [EOB] indicates where the last line of entered text exists. As you enter text, [END] or [EOB] moves down the screen. Whether you see [END] or [EOB] depends on your default editor; WPS displays [END], EDT displays [EOB].

You can implement many editing functions using special key functions and key combinations. For instructions on how to use your editor, review The ALL-IN-1 Editor chapter in this book. When you are finished making changes, you can store the new document or leave the form without saving the changes.

A Help Form

A help form displays information on the subject for which you requested help by pressing Gold H.

Storing Documents on ALL-IN-1

ALL-IN-1 stores your document text and header information in the File Cabinet.

Header information uniquely identifies a document or mail message in your File Cabinet. This helps you file and later search for that document (see Figure 2-4). Header information consists of:

- Document name or title
- Subject
- Author
- Folder name
- Handling
- Creation date
- Keywords

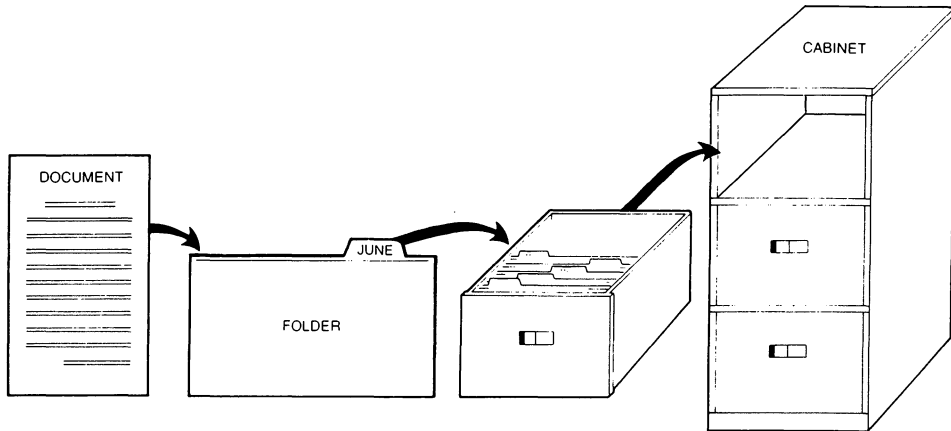


Figure 2-4 Document Storage on ALL-IN-1

Index Entry Types

The File Cabinet identifies three index entry types: Message, Document, and Module. Table 2-2 summarizes each entry type.

Table 2-2 Index Entry Types

Type	Description
Message	Text you create and send using the Electronic Messaging or Document Processing Subsystems
Document	Text you create and maintain in the Word and Document Processing or Electronic Messaging Subsystems
Module	Text (source listing) you create and maintain using the Program Development Subsystem

System-Wide Keyboard Definitions

The options and keystrokes discussed here can be used anywhere within ALL-IN-1. In some cases, the same keystrokes may produce different displays, but the keystroke function is still the same. For example, Gold A displays additional topics. On an entry form, Gold A displays another related form with additional fields. On a menu, Gold A displays a secondary menu with additional options.

Primary Keys

Use the Primary keys to move between the ALL-IN-1 forms, move between fields on the forms, or clear a field on a form. Table 2-3 summarizes the Primary keys.

Table 2-3 ALL-IN-1 Primary Keys

Use	To
RETURN or ENTER	Confirm entry of data or a response. They indicate that you have provided required information on a given form and are ready for the system to proceed.
TAB	Move the cursor to the next field on a form. If you are in the last field on a form, the TAB key is invalid. Pressing TAB will result in a system message. In a form-set, pressing the TAB key moves the cursor to the first field on the next form.
BACKSPACE	Move the cursor to the previous field on a form. If you are in the first field of a form, the BACKSPACE key is invalid. In a form-set, pressing the BACKSPACE key moves the cursor to the last field on the previous form.
EXIT SCREEN	Stop processing, leave the current function, and return to the previous screen.
DELETE FIELD	Clear the field the cursor is in.

Gold Key Sequences

There are several keys that you can combine with the Gold key to produce special instructions to the ALL-IN-1 system. Table 2-4 summarizes the Gold key sequences.

Table 2-4 ALL-IN-1 Gold Key Sequences

Press Gold then	Keyname	To
H	Help	Display Help information on your screen.
L	List	Check your entry in a field against a list of similar entries in your File Cabinet and list the valid entries on the screen. ALL-IN-1 restricts the search to entries that begin with the characters you enter.
S	Search	Perform the same function as Gold L. ALL-IN-1 does not limit the search to entries that begin with the characters you enter; they can appear anywhere in the entry. You must have Search privilege to use this key. Gold S may function exactly as Gold L in some cases, limiting the search to entries that begin with the characters you enter.
I	Interrupt Menu	Display the Interrupt Menu, which contains options that let you gather information. See the Interrupt Menu section in the Special Menus chapter in this book.
F	File	File documents under the Word and Document Processing and Electronic Messaging Subsystems.
Q	Quit	Perform the same function as EXIT SCREEN. It also lets you leave a document without storing any text entries or changes.
A	Additional Options	Display additional menu options or form fields whenever they exist. What displays will depend upon where you are in the system or in a process.
T	Top	Place the cursor in the first field of a form.
B	Bottom	Place the cursor in the last field of a form.

(continued)

Table 2-4 ALL-IN-1 Gold Key Sequences (Cont.)

Press Gold then	Keyname	To
TAB	Next Page	Advance the cursor to the first field on the next form of a form set.
BACK SPACE	Previous Page	Reverse (back up) the cursor to the last field on the previous form of a form set.
P	Put	Copy the current screen to the Scratch Pad.
V	View	Display the form name and form fields.
\$	DCL	Leave ALL-IN-1 temporarily and go to DCL level. You must have DCL privilege.
#	Compute	Enter a formula and insert the results in the current field. The formula must follow the conventions described in the Desk Calculator chapter in this book.
X	Exit CBI	End a Computer Based Instruction (CBI) course and return to an ALL-IN-1 subsystem menu.
W		Display the contents of the Message buffer on your screen.
*	Scratch Pad	Display the Scratch Pad menu.

The Arrow Keys

The Arrow keys are used throughout ALL-IN-1 to move the cursor.

NOTE: The Arrow keys function differently in the Time Management Subsystem. See the section The Calendar Keys in the Meetings, Appointments, Reminders, Action Items, or To-Do List chapters in this book for more information.

Using the Arrow Keys on Forms. On most of the forms, the Arrow keys function as summarized in Table 2-5.

Table 2-5 Arrow Keys on Forms

Use	To
Up Arrow (↑)	Move the cursor up to the first field on the previous line in a form. If the cursor lies in a scrolled area on a form, Up Arrow causes the field to scroll backward.
Down Arrow (↓)	Move the cursor down to the first field on the next line in a form. If the cursor lies in a scrolled area on a form, Down Arrow causes the field to scroll forward.
Left Arrow (←)	Move the cursor towards the left to the beginning of the field.
Right Arrow (→)	Move the cursor towards the right to the end of the field.
Gold Up Arrow (⬆)	Move to the top of a scrolled region. On a form, move to the first field of the current page.
Gold Down Arrow (⬇)	Move to the bottom of a scrolled region. On a form, move to the last field of the current page.

Refer to your FMS documentation for information on scrolled regions.

Using the Arrow Keys on Menus. On most of the menus, the Arrow keys function as summarized in Table 2-6.

Table 2-6 Arrow Keys on Menus

Use	To
Up Arrow (↑)	Find the first item in the current folder and make it the current item.
Down Arrow (↓)	Find the next item in the current folder and make it the current item.
Gold Up Arrow (⬆)	Find the first item in the File Cabinet and make it the current item.
Gold Down Arrow (⬇)	Find the first item in the next folder and make it the current item.

Keypad Keys

Table 2-7 summarizes the keypad keys used throughout ALL-IN-1. See Table 1-1 for the location of these keys on your keyboard.

Table 2-7 ALL-IN-1 Keypad Keys

Use	To
Gold	Perform special functions in conjunction with other keys on the keypad and main keyboard.
OVERSTRIKE	Enter field data in Overstrike Mode. This mode is normally the default for any field.
INSERT	Enter field data in Insert Mode.
NEXT SELECTION	Make the next sequential entry in a Selection List the current item in a given subsystem.

Control Keys

VMS defines control key sequences that are also active throughout ALL-IN-1. Table 2-8 summarizes the control key sequences.

Table 2-8 Control Key Sequences

Hold down CTRL and press	To
W	Repaint the screen. This removes unwanted broadcast messages.
C	Interrupt command or program execution.
T	Display a single line of statistical information about a process.
R	Retype the current line.
U	Discard the current line. This sequence is only available in Hard Copy Mode.
S	Suspend terminal output until restarted by CTRL Q.
Q	Restart terminal output stopped by CTRL S.
Z	Terminate data entry from a terminal.
O	Suspend output to terminal until current option completes.

WARNING: *Do NOT press CTRL/Y while using ALL-IN-1. You will immediately be logged out of ALL-IN-1. If you were creating or modifying text prior to the CTRL/Y, it may be lost.*

Word and Document Processing

The ALL-IN-1 Word and Document Processing Subsystem lets you prepare, print, and save documents on your computer system. Documents can range from short memos to highly structured specifications, such as quarterly reports, budget proposals, and charts. Because ALL-IN-1 is an integrated office system, you can incorporate any information displayed on your screen into a document. In addition, you can insert the results of other subsystem operations into your documents to produce reports.

When you enter information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.

- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using the Word and Document Processing Subsystem

The Word and Document Processing (WP) option is available from the Main Menu, where it appears as an option, and from any subsystem menu. Use the options of the Word and Document Processing Subsystem to create, edit, print, delete, read, index, and mail documents.

To access the Word and Document Processing Subsystem:

Enter WP.

ALL-IN-1 displays the Word and Document Processing menu. Table 3-1 lists the options available from this menu. Review this table to become familiar with these options.

If you use a hard-copy terminal, or operate ALL-IN-1 in Hard Copy Mode, ALL-IN-1 does not display menus or forms on the terminal; instead, ALL-IN-1 displays prompts. Refer to the Hard Copy Mode chapter in this book for information on using ALL-IN-1 in Hard Copy Mode.

Table 3-1 Word and Document Processing Menu Options

Use		To
SEL	Select	Choose the document you want to work with.
C	Create	Create a new document.
E	Edit	Make changes to a document.
D	Delete	Move a document to the Wastebasket.
P	Print	Create a paper copy of a document.
R	Read	Display a document on your terminal.
I	Index	Create a Selection List of documents in the specified folder.

(continued)

Table 3-1 Word and Document Processing Menu Options (Cont.)

Use		To
S	Send by MAIL	Send a document to another user on your computer system or network.
FC	File Cabinet	Access the File Cabinet Management Subsystem.
DT	Document Transfer	Access the Document Transfer Subsystem.
UD	User Defined Processing	Access the User-defined Process Maintenance Subsystem.
TR	Training	Access the Computer Based Instruction (CBI) training course.

Selecting a Document

The Select (SEL) option lets you choose the document you want to work with. It makes the selected document and its related folder the current document and folder. The Select option is available from the Word and Document Processing menu.

To select a document:

- 1 Enter SEL.
- 2 Enter the title or number of the document.

ALL-IN-1 displays the Selecting Current Document form on your terminal. The information you provide in the form's fields determines the document title or folder name that displays in the Current Document Block. Table 3-2 summarizes the possible entries in the Selecting Current Document form. The asterisks (*) represent information you provide in the indicated fields. The previously used folder becomes the default folder for the document being selected. You can choose another folder by entering a new folder

name in the Folder field. Once you select a new document and/or folder, ALL-IN-1 updates the Current Document Block fields on the menu to reflect the new information.

Table 3-2 Selecting a Document

Fields: Folder	Title	Number	Results:
*			Folder selected, but no document selected
*	*		Document and folder selected
*		*	Document and folder selected
	*		First document with this title selected
	*	*	Document and folder selected
		*	Document selected

Hints:

- The document or mail message you want to select must already exist in the File Cabinet. ALL-IN-1 places header information for that document in the Current Document Block.
- You can display a list of folders or documents in your File Cabinet by entering a complete name and pressing Gold L or Gold S, or by entering part of a name and pressing Gold S.
- Press EXIT SCREEN to return to the Word and Document Processing menu without selecting a new document.
- You may use the following keys to select a document:
 - Down Arrow to select the next document
 - Up Arrow to select the first document in the current folder
 - Gold Up Arrow to select the first document in your File Cabinet
 - Gold T to select the first document in your File Cabinet
 - Gold Down Arrow to select the first document in the next folder

Creating a Document

The Create (C) option lets you create and file a new document in your File Cabinet. The Create option is available from the Word and Document Processing menu.

To create a document:

- 1 Enter C.
- 2 Enter a folder name.
- 3 Enter a title and keywords for the document.
- 4 Press Gold A if you want to enter more header information or use a template document.
- 5 Type the text of the document.
- 6 Press Gold F to file the document.

OR

Press Gold Q to cancel the editing session.

NOTE: If you press Gold Q, ALL-IN-1 does not save the text you typed into the document during this editing session.

ALL-IN-1 displays the Creating New Document form. The information you enter in the Folder, Title, and Keywords fields becomes the document's header information. Since the last folder you accessed always becomes the default (current) folder, the cursor appears in the Title field. Press BACKSPACE to back up to the Folder field to enter a new folder name. Press RETURN to type text into the document or press Gold A to enter more header information for the document.

If you press Gold A, ALL-IN-1 displays the Additional Fields for Create and Template Document forms. These forms let you provide an author name and handling information for the document, and specify the folder, title, and number of a template document. The author name and handling become part of the document's header information.

After you complete these forms and press RETURN, ALL-IN-1 places you in your default editor. If you specify a handling type or a template document, for example *Memo*, ALL-IN-1 places you into this specified format. When you finish entering text, press Gold F to save the document or press Gold Q to leave the document without saving any text.

NOTE: *You must file a new document by pressing Gold F before printing, displaying, or mailing it. If you press Gold Q, you lose any text you typed into the document during that editing session. ALL-IN-1 assigns a number to the document that appears in the Current Document Block the next time you access this document.*

Although the header information for a document that you have quit remains in the Current Document Block, all text is lost. In effect, you have a blank document. Use the Delete option to remove this document from the File Cabinet.

The information you enter in the Handling field tells ALL-IN-1 what type of processing the document requires before reading, printing, and so on. For example, if you create a document in RUNOFF format, specify RUNOFF in the Handling field. When you read or print the document, ALL-IN-1 invokes RUNOFF to process the document; the document you see is the formatted document.

A Template Document usually contains a specific format that you use frequently, such as a memohead or letterhead form, or a set of RUNOFF commands for formatting your document.

Hints:

- Press EXIT SCREEN to return to the Word and Document Processing menu without creating a new document.
- Give your documents descriptive names so that you can easily retrieve them from your File Cabinet.
- The more information you provide on the Creating New Document and Additional Fields for Create forms, the more selective a search you can conduct using the Index option. See the Indexing Documents section in this chapter for more information.
- While in the editor, press Gold H for help with using the editor. Press Gold I to display the Interrupt Menu. Press Gold G to display the Get Document Menu. Press Gold M to display the Editor Menu.
- Refer to The ALL-IN-1 Editor chapter in this book for instructions on using the editor.
- Refer to the Special Menus chapter in this book for information on the options available from the Interrupt Menu, Get Document Menu, and Editor Menu.

- Read the Using DIGITAL Standard RUNOFF with ALL-IN-1 chapter in this book for instructions on how to create and process documents with RUNOFF.

Editing a Document

The Edit (E) option lets you modify documents in your File Cabinet. The Edit option is available from the Word and Document Processing menu. Use the Select option to choose the document you want to modify.

To edit a document:

- 1 Enter E.
- 2 Make whatever changes you want.
- 3 Press Gold F to file the document.

OR

Press Gold Q to end the editing session without saving the new text.

ALL-IN-1 places you in your default editor and displays the text of the document on your terminal. You can now make changes to the document's contents. Press Gold F to save the changes you make or press Gold Q to end the editing session without saving any changes.

If something interrupts your system during an editing session (for example, a power failure occurs), the ALL-IN-1 editor creates a journal file. A journal file contains all the changes made to the document up to the point of the interruption. When you select that document for editing again, ALL-IN-1 indicates that a journal file exists for that document and asks you if you want to recover the previous editing changes. If you respond Y (yes) to the prompt, ALL-IN-1 inserts all changes made. If you respond N (no), ALL-IN-1 displays the original document and you can begin editing again.

Hints:

- Each time you edit a specific document, the Modified field in the document's header is updated to reflect the date and time of modification. See the Updating Header Information section in the File Cabinet chapter in this book for more information.

- Use the Read option to look at a document on the terminal without making changes.
- While in the editor, press Gold H for help with using the editor. Press Gold I to display the Interrupt Menu. Press Gold G to display the Get Document Menu. Press Gold M to display the Editor Menu.
- Refer to The ALL-IN-1 Editor chapter in this book for instructions on using the editor.
- Refer to the Special Menus chapter in this book for information on the options available from the Interrupt Menu, Get Document Menu, and Editor Menu.

Deleting a Document

The Delete (D) option lets you remove a document from its folder and place it in the Wastebasket. The Delete option is available from the Word and Document Processing menu. Use the Select option to choose the document you want to delete.

To delete a document:

- 1 Enter D.
- 2 Enter Y to delete the document.

OR

Enter N to cancel the delete operation.

ALL-IN-1 asks if you want to delete this document. Enter Y (yes) and press RETURN to remove the document from its folder and place it in your Wastebasket. Enter N (no) and press RETURN to cancel the delete operation. When you delete a document, ALL-IN-1 removes the document's header information from the Current Document Block and from your File Cabinet. ALL-IN-1 moves the document text to the Wastebasket, a special folder that ALL-IN-1 creates at the time you delete your first document. Deleted documents remain in the Wastebasket until you empty it.

When ALL-IN-1 completes the delete operation, the current document is one of the following:

- The next document in the folder from which you removed the document

- The first document in the next folder, if the deleted document was the last one in its folder
- The first document in the File Cabinet, if the deleted document was the last one in the File Cabinet

Hints:

- Update your File Cabinet periodically to keep it organized and current.
- Refer to the section The Wastebasket in the File Cabinet chapter in this book for information on recovering deleted documents.
- Use the Empty Wastebasket (EW) option on the File Cabinet menu to permanently remove documents from your File Cabinet.

Printing a Document

The Print (P) option lets you create a paper copy of a document from your File Cabinet. The Print option is available from the Word and Document Processing menu. You specify the printer, the document layout, and the number of copies that you want ALL-IN-1 to print. Use the Select option to choose the document you want to print.

To print a document:

Enter P.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form.

Reading a Document

The Read (R) option lets you display a document on the terminal. The Read option is available from the Word and Document Processing menu. Use the Select option to choose the document you want to display.

To display a document on your terminal:

Enter R.

If the document is in a special format that requires processing (for example, a document with embedded RUNOFF commands), ALL-IN-1 first performs the processing so that only the final document format displays. You can only read the document; you cannot edit it.

Hint:

- If you want to review the unprocessed document, use the Edit option to display it.

Indexing Documents

The Index (I) option lets you create a list of documents and mail messages in your File Cabinet. The Index option is available from the Word and Document Processing menu. The index you create forms a Selection List from which you can select the next document you want to work with.

To create the Selection List:

- 1 Enter I.
- 2 Enter search criteria as described below.

ALL-IN-1 displays the Document Index form. Use this form to determine which documents are searched for and listed. You do this by providing ALL-IN-1 with search criteria. The form contains a number of search fields you can enter, as follows:

- **Folder** — The name of the current folder is displayed in this field. Overtyping this name with another if you want to change it. If you leave this field blank, ALL-IN-1 searches for all the folders in your File Cabinet.
- **Title** — Enter a sequence of characters, and ALL-IN-1 only searches for documents with titles beginning with that sequence.
- **Document number** — Use the next two fields to define a range of numbers. ALL-IN-1 only searches for documents within that range.
Document number — Enter the first number in the range.
To — Enter the last number in the range.
- **Keywords** — Enter any keywords, and ALL-IN-1 only searches for documents that you gave those keywords when you created them.

If you press Gold A at any point on the Document Index form, ALL-IN-1 displays more search fields that you can use to search the File Cabinet. The extra fields displayed are as follows:

- **Creation Date** — Enter a date in the format DD-MMM-YYYY (for example 07-May-1985); ALL-IN-1 only searches for documents created on that date. Alternatively, use this field and the next field to define a period of time, in which case ALL-IN-1 only searches for documents created within that period of time. Enter the start date of the period in this field, in the format DD-MMM-YYYY. The start date in the search is that of the earliest document if you leave this field blank.

To — Enter the end date of the period, in the format DD-MMM-YYYY. The end date in the search is that of the latest document if you leave this field blank.
- **Type** — Enter a particular document type. ALL-IN-1 only searches for that type of document. Use Gold L to display a list of document types.
- **Handling** — Enter the name of a specific editing format. ALL-IN-1 only searches for documents in that editing format. Use Gold L to display a list of editing formats.
- **Author** — Enter the name of a particular author. ALL-IN-1 only searches for documents by that author.
- **Phrase** — Enter any particular sequence of words or characters. ALL-IN-1 only searches for documents containing that sequence of words or characters.

ALL-IN-1 lists the documents that match the information you provide. For each document, the list gives the folder name, document number, date and time created, and the document title. Folders are listed in alphabetical order and the documents within folders are listed by date and time of creation, with the newest document listed first.

This is now the Selection List for your File Cabinet, from which you can quickly select a document while on certain forms.

To use the Selection List:

- 1 Press RETURN to display the Word and Document Processing menu.

2 Press NEXT SELECTION.

ALL-IN-1 selects the first document on the Selection List, and displays its header information in the Current Item Block. Thereafter, each time you press NEXT SELECTION, the next document on the Selection List becomes the Current Document.

You can press NEXT SELECTION while on any menu or form on which you can select a document, such as the Word and Document Processing menu, or the Selecting Current Document form.

Hints:

- To narrow the search, enter as many search criteria as possible.
- Use the Index (I) option to create a new Selection List when required.
- A message displays if you attempt to use NEXT SELECTION when a Selection List does not exist or has been exhausted.

Sending a Document

The Send by MAIL (S) option lets you send a document created or edited under the Word and Document Processing subsystem to another user on your computer system network. The Send by MAIL option is available from the Word and Document Processing menu. Use the Select option to choose the document you want to send.

To send a document:

- 1 Enter S.
- 2 Enter an addressee name at the TO and CC prompts.
- 3 Enter the priority of the message.
- 4 Enter whether or not you want a Delivery or Read Receipt.

ALL-IN-1 displays the Edit Message Header form. Enter the name of the person to whom you want to send this document. If you want to send it to more than one person, press Down Arrow after entering an addressee and enter the next name. Press TAB to enter the names of the people to whom you want to send a copy of this message. To enter more than one name at the CC prompt, press Down Arrow after entering each name. Press TAB to

enter a subject for the message; ALL-IN-1 requires a subject. You can change the priority of the message and indicate that you want a Delivery Receipt and/or Read Receipt.

When you press RETURN, ALL-IN-1 mails the document to the addressees, sends any paper mail copies to the system printer, and returns you to the Word and Document Processing menu.

When you press Down Arrow or TAB after entering an addressee, ALL-IN-1 verifies that the name entered is a valid user on your computer network. When ALL-IN-1 does not find a name on your network, an ALL-IN-1 system message informs you of this fact and asks you if you want to create a paper mail copy. If you respond Y (yes), ALL-IN-1 places PAPER MAIL in parentheses following the name you entered, and returns you to the next TO or CC prompt. If you respond N (no), ALL-IN-1 returns you to the name and notifies you that the addressee is unknown. Delete the name from the field. ALL-IN-1 displays a confirmation message after it sends the document.

Hint:

- When you use the Send by MAIL option, you are actually using the Electronic Messaging Subsystem. Refer to the appropriate Electronic Messaging chapter in this book for more detailed instructions on sending mail.

Accessing the File Cabinet Management Subsystem

The File Cabinet (FC) option lets you access the File Cabinet Management Subsystem. You can use the features of this subsystem to manipulate documents and folders in your File Cabinet. The File Cabinet option is available from the Word and Document Processing menu and from the Main Menu, where it appears as an option, and from any of the subsystem menus.

To access the File Cabinet Management Subsystem:

Enter FC.

ALL-IN-1 displays the File Cabinet menu. Refer to The File Cabinet chapter in this book for information on using the options available from this menu.

Transferring Documents

The Document Transfer (DT) option lets you access the Document Transfer subsystem. You can use the features of this subsystem to copy documents between a DECmate and your File Cabinet, between ALL-IN-1 and a VAX/VMS directory, and between ALL-IN-1 and DECdx. The Document Transfer option is available from the Word and Document Processing menu and from the Communications menu, where it appears as an option, and from any subsystem menu.

To access the Document Transfer Subsystem:

Enter DT.

ALL-IN-1 displays the Document Transfer Menu. Refer to the Document Transfer chapter in this book for information on using the options available from this menu.

User Defined Processes

The User Defined Processing (UD) option lets you access the User-defined Process Maintenance Subsystem. You can use the features of this subsystem to create and maintain User Defined Processes (UDPs). The User Defined Processing option is available from the Word and Document Processing menu, where it appears as an option, and from many subsystem menus.

To access the User-defined Process Maintenance Subsystem:

Enter UD.

ALL-IN-1 displays the User-defined Process Maintenance menu. Refer to the User Defined Processes chapter in this book for information on using the options available from this menu.

Shared Libraries

You can access a shared library at anytime you would access a document in your own File Cabinet. You can read the documents in a shared library, or copy them into your File Cabinet. See your ALL-IN-1 system manager for the names of shared libraries on your system.

You access a document in a shared library by entering the name of the shared library followed by the name of the folder containing the document you want to read or copy. For example, if the document you require is in folder EXAMPLES in shared library SHARED, enter [SHARED]EXAMPLES in the Folder field on a select form. Use the Make Copy of Document (MCD) option, available from the File Cabinet menu, to copy shared library documents. See the File Cabinet chapter in this book for information on the MCD option.

You can press Gold L to display a list of all folders in a shared library or to display a list of all documents in a shared library folder.

You can include a shared library document in the document you are editing. To do this:

- 1 Press Gold G to display the Get Document Menu.
- 2 Enter DOC.
- 3 Enter the name of the shared library followed by the name of the folder containing the document you want to include.
- 4 Enter the name of the document you want to include.

Refer to the Special Menus chapter in this book for information on the Get Document Menu (DOC) option.

Refer to the *ALL-IN-1 System Manager's Guide* and the *ALL-IN-1 Application Programmer's Reference, Volume 3: Applications* for more information on shared libraries.

4

Electronic Messaging (DECmail Style)

The Electronic Messaging Subsystem lets you communicate with other ALL-IN-1 users, and users of other mail systems. With Electronic Messaging, you can:

- Create a message to send to one or more people.
- Send a message to any ALL-IN-1 user, even if the user is out of the office.
- Distribute a document from your File Cabinet.
- Receive messages and documents.
- File, print, delete, answer, or forward messages that you receive.

When you enter information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.

- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using the Electronic Messaging Subsystem

You can access the Electronic Messaging Subsystem from the Main Menu.

To access the Electronic Messaging Subsystem:

Enter EM.

Electronic Messaging Styles

ALL-IN-1 offers two Electronic Messaging styles. Your system manager originally decides which style appears when you select Electronic Messaging. The menus can resemble either the rest of ALL-IN-1, or DECmail. If your menu resembles the menu illustrated in Figure 4-1, you have the DECmail style Electronic Messaging Subsystem. If you have the ALL-IN-1 style menu, see the Electronic Messaging (ALL-IN-1 Style) chapter in this book.

You can change your Electronic Messaging style by editing your user profile. See the User Setup chapter in this book for more information.

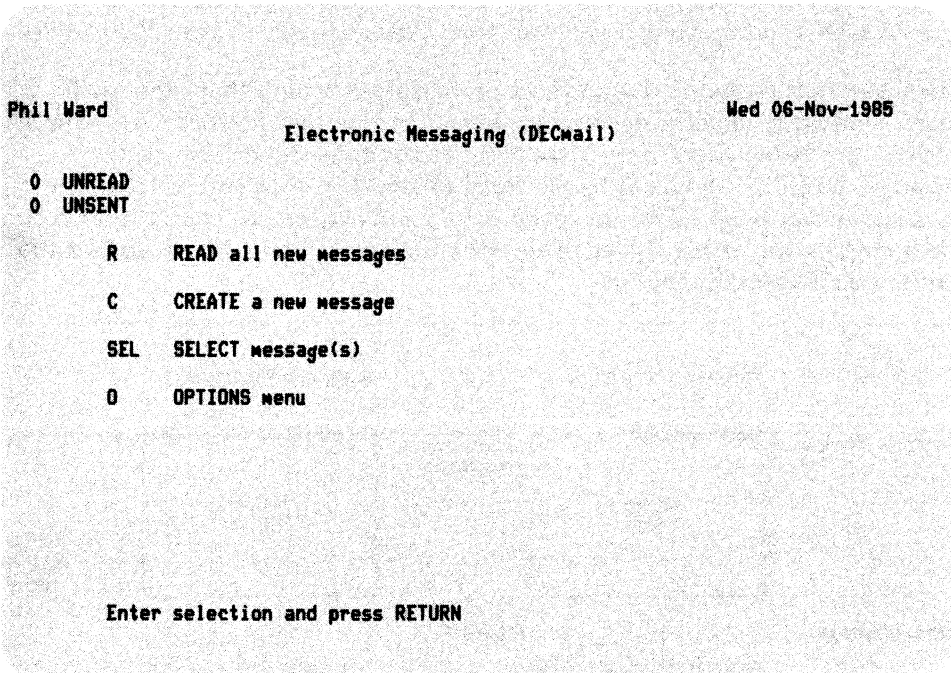


Figure 4-1 Electronic Messaging Menu (DECmail Style)

Electronic Messaging Folders

Electronic Messaging uses four folders in the ALL-IN-1 File Cabinet:

- Unread folder
- Read folder
- Unsent folder
- Sent folder

Electronic Messaging automatically files messages you create in the Unsent folder. You can also file a copy in any other folder in the File Cabinet. When you send a message, a copy goes to each person you addressed it to, and ALL-IN-1 moves your copy from your Unsent folder to your Sent folder.

Messages sent to you arrive in the Unread folder, where they stay until read. A message appears on your screen each time new mail arrives, even if you are not using Electronic Messaging at the time. When you read a message, ALL-IN-1 moves it to the Read folder. You then either leave the message in the Read folder, or move it to the Wastebasket. You can also file a copy in any other folder in the File Cabinet. Figure 4-2 illustrates the Electronic Messaging folders.

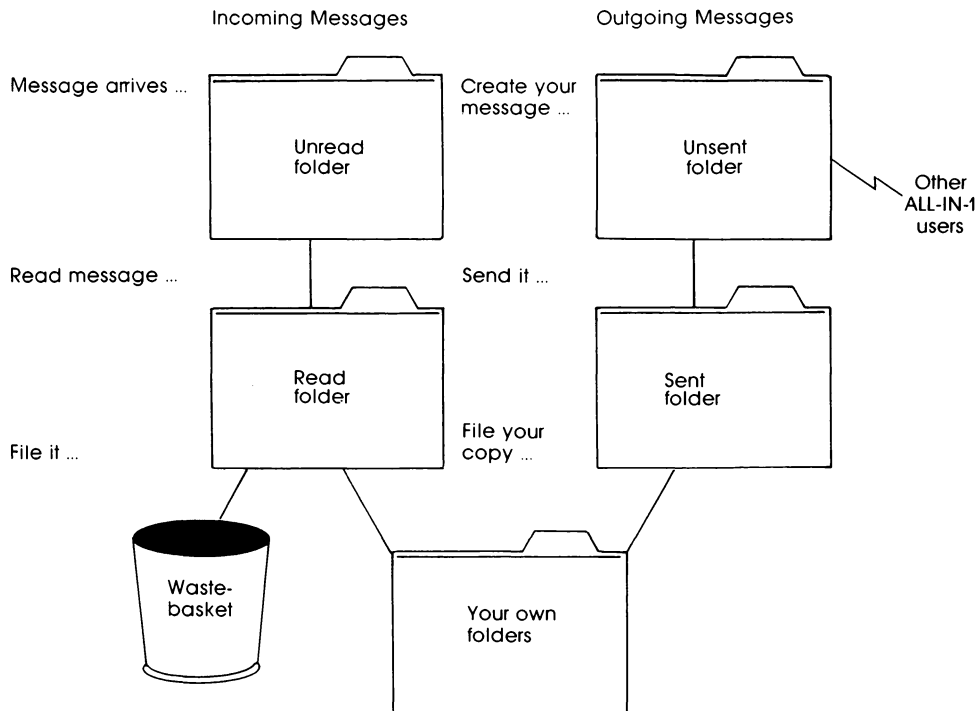


Figure 4-2 Electronic Messaging Folders (DECmail Style)

The Electronic Messaging Main Menu Options

The DECmail style Electronic Messaging main menu lists the main messaging options. Table 4-1 summarizes the options. Review this table to become familiar with the main subsystem features.

After using the options on this menu, Electronic Messaging (DECmail) displays one of the Message Options menus, according to which option you have used. These menus provide further options relevant to the message you are working with, and are explained in the section The Message Options Menus.

Table 4-1 Electronic Messaging Main Menu Options

Use		To
R	Read	Read new mail. When you have read a new message, Electronic Messaging files it in your Read folder.
C	Create	Create a message. When you have created the message, Electronic Messaging files it in your Unsent folder.
SEL	Select	Select a message or document to work with. The message or document becomes the current message.
O	Options	Display the Options menu. This menu offers additional options.

Using the Electronic Messaging Subsystem

Use the information in the following sections to:

- Read new mail.
- Create a mail message.
- Select a message to work with.
- Display more options.

All these options are available from the Electronic Messaging (DECmail) main menu.

Reading New Mail

The Read (R) option lets you read new mail. You can access this option from the Electronic Messaging (DECmail) main menu.

To read new mail:

Enter R.

Electronic Messaging displays the first new message on the terminal screen. When you have read a message, Electronic Messaging files it in your Read folder, and displays the Read Message Options menu. This menu enables you to choose what else to do with the message, including filing a copy in another folder.

If the message you read is a document created with ALL-IN-1 Word and Document Processing, Electronic Messaging (DECmail style) takes account of the type of handling specified for the document when it was created. For example, if the document was created in RUNOFF format, RUNOFF is its specified handling. When you read the document, Electronic Messaging invokes RUNOFF to process it; the document you see is the formatted document.

Creating a Message

The Create (C) option lets you write a new message. You can access this option from the Electronic Messaging (DECmail) main menu.

To create a mail message:

- 1 Enter C.
- 2 Enter the message header information.
- 3 Type the text of the message.
- 4 Press Gold F to file the message when you have finished.

When you create a message, you provide header information to address it. Identify all the recipients, including those who are to receive carbon copies, and give the message a subject. You can address messages to people by:

- Mail address

- Nickname
- Distribution list

When you address a message, you can personalize the names that appear on the message header. Enter the name that you want to appear on the message header, and on the same line enter the mail address, nickname, or distribution list in parentheses. For example, if you are sending a message to someone called Jane Reilly, and want her job title to appear in the message header, enter:

Jane Reilly, Personnel Manager (REILLY)

The name you enter can be up to 30 characters.

You can also change the following in the message header:

- The priority of the message
- Whether you want a Delivery Receipt
- Whether you want a Read Receipt

Refer to the ALL-IN-1 Editor chapter in this book for details about the editor.

When you have finished creating the message, Electronic Messaging files it in your Unsent folder, and displays the Unsent Message Options menu. This menu enables you to choose what else to do with the message, including filing a copy in another folder.

CAUTION: *If you have the WPS-PLUS editor, users on computer systems other than ALL-IN-1 may not be able to read the messages you create. The system manager must define the translation procedure. See your system manager for more information.*

Sending Mail to a Mail Address. To send a message to an ALL-IN-1 user who has an account on your computer system, just enter the user's ALL-IN-1 user name. For example, to send mail to someone called Saunders, just enter:

SAUNDERS

Sending Mail to Users on Other ALL-IN-1 Computer Systems. If an addressee has an ALL-IN-1 account on a different ALL-IN-1 system, you must also enter the name of the computer system. For example, to send a message to someone called Williams with an ALL-IN-1 account on a computer system called BOSTON, enter:

WILLIAMS @A1 @BOSTON

OR

WILLIAMS AT A1 AT BOSTON

Sending Mail to DECmail Users. If you send a message to someone who has a DECmail account, you must specify that. For example, to send a message to someone called Roberts with a DECmail account on a computer system called DALLAS, enter:

ROBERTS @DECMail @DALLAS

OR

ROBERTS AT DECMail AT DALLAS

Sending Mail to ALL-IN-1 Version 1 and VMSmail Users. You can send the message to someone who has a VAX/VMS mail account or an ALL-IN-1 Version 1 account through the Message Router VMSmail Gateway (if it is installed). For example, to send a message to someone called Stiles with an account on a computer system called LONDON, enter:

STILES @MRGATE @LONDON

OR

STILES AT MRGATE AT LONDON

Specify the address in this way if the Message Router VMSmail Gateway is installed both on the ALL-IN-1 system and on the recipient's computer system. If the gateway is installed only on ALL-IN-1, enter the account name before the gateway in the address. For example:

STILES @LONDON @MRGATE

OR

STILES AT LONDON AT MRGATE

Sending Mail to a Nickname. If you have a nickname set up for a person, you can enter the nickname as a recipient of the message. For example, if you have the nickname *John* set up for someone called John Williams, enter:

John

Electronic Messaging converts the nickname into the individual user name. Refer to the Nickname Options menu section in this chapter for information on this feature.

Sending Mail to a Distribution List. If you have a distribution list set up for a number of users, you can send the mail to everyone on the distribution list. For example, if you have a distribution list called MANAGERS: containing the names of all managers, enter:

MANAGERS:

Electronic Messaging converts the distribution list into the individual user names. Refer to the Distribution List Options menu section in this chapter for information on this feature.

Sending Mail to Yourself. You can send messages to yourself by specifying *I* or *me*.

Sending Mail to People Without Computer Systems. You can send messages to people without accounts on a computer system. When you enter the name, ALL-IN-1 asks you if you want to send a copy by paper mail. If you do, the message is printed, and you can send it by regular mail.

Subject. The subject describes what the message is about. Give your messages descriptive subjects so that you can easily retrieve them from your File Cabinet.

Priority. EXPRESS is the fastest means of sending mail. FIRST_CLASS is the next fastest, and SECOND_CLASS is the slowest means of sending mail. Electronic Messaging sends a message First Class unless you change the priority.

Delivery Receipt. If you want to know whether a message has been delivered, specify that you want a Delivery Receipt. After the message has arrived in the recipient's Unread folder, Electronic Messaging sends you a message confirming the delivery.

Read Receipt. If you want to know whether a recipient has read the message, specify that you want a Read Receipt. If the recipient agrees, Electronic Messaging sends you a message confirming that the message has been read.

The recipient's User Profile specifies whether Electronic Messaging should send Read Receipts when requested, or ask the recipient first each time. Electronic Messaging sends a Read Receipt only if the recipient agrees.

Selecting a Message or Document

The Select (SEL) option lets you make a message or document the current message. You can access this option from the Electronic Messaging (DECmail) menu.

You can select one message or document, or select a number of them as a selection list. A selection list lets you work with a number of messages or documents. You use the Next (N) option to select the next document or message as the current one.

To select a message or document:

- 1 Enter SEL.
- 2 Enter the name of the folder that contains the message or document you want to select.
- 3 To select only one message or document enter its line number. To select a number of documents or messages, enter their line numbers separated by commas (2,3,7, for example). To select a range of documents or messages, enter the range you want (for example for messages or documents 1 through 5, enter 1-5).

When you have made your selections, Electronic Messaging (DECmail) displays the Selected Message Options menu, or, if you have selected a document, the Selected Document Options menu. These menus enable you to choose what to do with your selected message or document.

Hints:

- If you are not sure of the folder name, press Gold L or Gold S to display a list of your folders.
- If there is more than one page of documents or messages, you can select from each page. When you have selected from one page, press RETURN to display the next page. Enter a comma followed by F and press RETURN when you have selected all of the documents or messages you want.

Displaying the Options Menu

The Options (O) option lets you:

- Search for a message or document in your File Cabinet.
- Cancel a deferred message.
- Work with nicknames or distribution lists.
- Have your mail automatically forwarded to a different address.
- Have a reply automatically sent to anyone who sends you mail.
- Have your unread VMSmail moved into your Unread folder.

You can access the Options menu from the Electronic Messaging (DECmail) main menu.

To display the Options menu:

Enter O.

See the Options menu section in this chapter for more information.

The Message Options Menus

DECmail style Electronic Messaging displays various Message Options menus, according to the status of the current message (that is, whether it is unsent, sent, unread, or read). For example, if you send a document, DECmail displays the Sent Document Options menu. The options that appear also depend on the status of the message. The title of the current message and its status are displayed at the top of these menus.

If you select a document, DECmail displays the Selected Document Options menu.

Table 4-2 summarizes the options available on the Message Options menus. Review this table to become familiar with more subsystem features.

To use these options with a particular message, first make sure that the message is current. Use Select (SEL) from the main Electronic Messaging (DECmail) menu to make a message current.

Note that you can press Gold M to return to the main Electronic Messaging (DECmail) menu from any of the Message Options menus.

Table 4-2 Options Available on the Message Options Menus

Use		To
A	Answer	Answer a message. When you have created the reply, Electronic Messaging files it in the Unsent folder, ready for you to send.
AT	Attach	Attach a copy of an existing message or document to the current message.
D	Delete	Delete a message from your File Cabinet and put it into the Wastebasket.
DEF	Defer	Specify the date and time you want to send a message.
DET	Detach	Remove an attachment from an unsent message.
E	Edit	Edit the header or text of a message you have created.
FA	File Attachment	File a copy of an attachment into another folder.
FM	File Message	File a copy of the message into another folder. (You cannot edit a filed message. Use the File Text option if you want to edit a message.)
FO	Forward	Forward a message to another user, attaching a cover note to it. When you have created the cover note, Electronic Messaging files it together with the message in the Unsent folder, ready for you to send.
FT	File Text	File a copy of the text of a message (that is, without the mail header information) into another folder. You can edit this text.

(continued)

Table 4-2 Options Available on the Message Options Menus (Cont.)

Use		To
N	Next	Make the next message in a selection list the current message.
O	Original Message	Make the message you were answering or forwarding the current message.
P	Print	Print a message.
R	Read	Read a message on the terminal screen.
S	Send	Send a message or document to each addressee listed in the header information.
SH	Show	Show information about a message. The information includes the message's author, subject, TO and CC names, and whether it is sent or unsent.

Using the Message Options Menus

Use the information in the following sections to:

- Send, answer, or forward a message.
- Attach (or detach) messages.
- Edit, read, print, or delete a message.
- File the parts of a message (including attachments).
- Make the next unread message (or the message being answered or forwarded) the current message.
- Defer the sending of a message.
- Display information about a message.

Answering a Message

The Answer (A) option lets you reply to a message. You can select this option from one of the Message Options menus.

To answer a message:

- 1 Enter A.
- 2 If you were not the only user to receive the message, specify whether you want the reply sent to everyone else who received the message, or just the sender.
- 3 Type the text of your reply.
- 4 Press Gold F to file the reply when finished.

When you answer a message, Electronic Messaging assumes that you are replying to the person who sent the message, so there is no need to fill in an address. Electronic Messaging files the answer in your Unsent folder. The answer becomes the current message, and the message being answered becomes the original message. Use the Send option to send the answer. You receive a copy of your answer.

NOTE: *You cannot reply to all addressees if you receive a message sent to the SUBSCRIBERS: distribution list.*

Attaching a Message

The Attach (AT) option lets you attach a copy of an existing message or document to the current unsent message. You can select this option from one of the Message Options menus.

To attach a message:

- 1 Enter AT.
- 2 Enter the name of the message or document you want to attach, specifying the folder and title or number. If you are not sure of the folder name or title, press Gold L or Gold S to see a list of your folders or titles. You can then choose the message or document from the list.

NOTE: *You can attach only one message or document at a time, and you can attach only to an unsent message.*

Hint:

- Use Detach to remove an attachment from an unsent message.

Deferring a Message

The Defer (DEF) option lets you specify the date and time you want to send a message. You can select this option from one of the Message Options menus.

To defer a message:

- 1 Enter DEF.

Electronic messaging displays the current date and time.

- 2 Specify the earliest date and time you want the message sent. Just type over the parts of the current entry you want to change.

Electronic Messaging sends the message as soon as possible after the time you specify and puts your copy in the Sent folder. If you want to edit the deferred message, or send it immediately, cancel the deferral by selecting Cancel Deferred Message (CAN) from the Options menu. Electronic Messaging returns the message to the Unsent folder.

Deleting a Message

The Delete (D) option lets you remove a message from its folder and put it into the Wastebasket. You can select this option from one of the Message Options menus.

To delete a message:

- 1 Enter D.
- 2 Enter Y (yes) at the confirmation prompt to delete the message, or enter N (no) to keep it.

Electronic Messaging displays a message confirming that the message was deleted.

Hints:

- If you delete a message by mistake, you can retrieve it by selecting the message from the Wastebasket and refiling it. However, you must do this before you or the system manager empties the Wastebasket.

- If you delete a message from your Sent folder, remember the recipients of the message can still read their copies of it.

Detaching a Message

The Detach (DET) option lets you remove an attachment from an unsent message. You can select this option from one of the Message Options menus.

To detach a message:

- 1 Enter DET.
- 2 Enter the line number of the message or document you want to detach.

Electronic Messaging deletes the attachment from the message. Attachments are copies; the original message or document still exists in its folder.

Hints:

- Use Detach to reverse or undo an Attach.
- Use File Attachment to separate a copy of an attachment from a sent or read message.

Editing a Message

The Edit (E) option lets you change the header or text of a message you have created. You can select this option from one of the Message Options menus.

To edit a message:

- 1 Enter E.
- 2 Enter either H or T, to specify whether you want to edit the header or the text of the message.
- 3 Edit the message or message header.
- 4 If you edit the text, press Gold F to file the message to save all your changes.

Edit the message header if you want to:

- Change the addressees.
- Change the subject.
- Change the priority.
- Request a Read Receipt (or cancel a request).
- Request a Delivery Receipt (or cancel a request).

Refer to the Creating a Message section in this chapter for details.

NOTE: *You can edit only an unsent message or a message whose text you have filed. (See the Filing the Text of a Message section in this chapter.)*

Hint:

- While editing the text, you can press Gold H for more information on the editor functions and keypad definitions. Refer to the ALL-IN-1 Editor chapter in this book for details about the editor.

Filing an Attachment

The File Attachment (FA) option lets you put a copy of an attachment into another folder. You can select this option from one of the Message Options menus. An attachment is any document that has been attached to a message.

To file an attachment:

- 1 Enter FA.
- 2 Enter the line number of the attachment you want to file, from the list displayed.
- 3 Specify the name of the folder you want to file the attachment in.
- 4 Edit the title, or accept the displayed title.

Electronic Messaging puts a copy of the text of the attachment in the folder you specify. If the attachment was a message, it removes the header information and files only the text. Electronic Messaging takes the subject of the message as the title.

You can now edit or resend the filed attachment. The original message with its attachments remains in its folder.

NOTE: *You can file only one attachment at a time.*

Hints:

- Before you specify the folder, you can press Gold L or Gold S to display a list of all your folders and choose one from the list.
- If you specify a folder that does not exist, Electronic Messaging allows you to create it.
- To remove attachments from an unsent message, use the Detach option.

Filing a Message

The File Message (FM) option lets you put a copy of a message into another folder. You can select this option from one of the Message Options menus.

To file a message:

- 1 Enter FM.
- 2 Specify the name of the folder in which you want to file the message.
- 3 Edit the title of the message, or accept the displayed title.

Electronic Messaging puts a copy of the message in the folder you specify. It displays the subject and the title as the same. You can edit the title if you wish. The original message remains in its folder.

NOTE: *You cannot edit a filed message.*

Hints:

- Before you specify the folder, you can press Gold L or Gold S to display a list of all your folders, and choose one from the list.
- If you want to edit or resend a message, use File Text (FT).

Filing the Text of a Message

The File Text (FT) option lets you put a copy of the text of a message into another folder. You can select this option from one of the Message Options menus.

To file the text of a message:

- 1 Enter FT.
- 2 Specify the name of the folder in which you want to file the text of the message.
- 3 Edit the title of the message, or accept the displayed title.

Electronic Messaging files a copy of the message text (without the header information) in the folder you specify.

You can now edit or resend the message. The original message, with the header information, remains in its folder.

Hint:

- Use File Text if you want to edit or send a message that you have received (a read message) or sent (a sent message).

Forwarding a Message

The Forward (FO) option lets you attach a cover note to a message and forward it to another person. You can select this option from one of the Message Options menus.

To forward a message:

- 1 Enter FO.
- 2 Enter the message header information.
- 3 Type the text of the cover message.
- 4 Press Gold F to file the message when finished.

When you file the cover message, Electronic Messaging attaches a copy of the message you want to forward, and files them together in the Unsent folder. Use Send (S) to send the message and the attached cover note.

NOTE: *The forwarded message with the attached cover note becomes the current message. The message without the cover note becomes the original message.*

Selecting the Next Message

The Next Message (N) option lets you select the next message in a selection list. You can select this option from one of the Message Options menus.

To select the next message:

Enter N.

The next message becomes the current message. If there are no more messages, Electronic Messaging returns you to the Electronic Messaging (DECmail) menu.

Selecting the Original Message

The Original Message (O) option lets you make the message you answered or forwarded into the current message. (When you answer or forward a message, the reply or cover message becomes the current message.) You can select this option from one of the Message Options menus.

To select the original message:

Enter O.

Use this option after using Answer (A) or Forward (FO). Electronic Messaging returns you to the message you were answering or forwarding.

Printing a Message

The Print (P) option lets you print a message on paper. You can select this option from one of the Message Options menus.

To print a message:

1 Enter P.

2 Enter the printing information.

Refer to the Printing Documents and Messages chapter in this book for more information about printing.

If the message you print is a document created with ALL-IN-1 Word and Document Processing, Electronic Messaging (DECmail style) takes account of the type of handling specified for the document when it was created.

For example, if the document was created in RUNOFF format, RUNOFF is its specified handling. When you print the document, Electronic Messaging invokes RUNOFF to process it; the document printed is the formatted document.

Reading a Message

The Read (R) option lets you display a message. You can select this option from one of the Message Options menus.

To read a message:

Enter R.

When you have finished reading the message, Electronic Messaging returns you to the menu from which you selected the option.

If the message you read is a document created with ALL-IN-1 Word and Document Processing, Electronic Messaging (DECmail style) takes account of the type of handling specified for the document when it was created.

For example, if the document was created in RUNOFF format, RUNOFF is its specified handling. When you read the document, Electronic Messaging invokes RUNOFF to process it; the document you see is the formatted document.

Sending a Message

The Send (S) option lets you mail an unsent message to each addressee listed in the header. You can select this option from one of the Message Options menus.

To send a message:

Enter S.

Electronic Messaging mails the message as soon as possible to each addressee on the message header. Your copy of the message is now in the Sent folder.

The Send (S) option also lets you send a document created in the Word and Document Processing subsystem. You must complete the message header before the document is sent. After the header has been completed, the text of the document is displayed and you are placed in the Editor. Edit the document if required, and then file it. A copy of the edited document is sent when you file it.

Showing Information About a Message

The Show (SH) option lets you display such information as the message's author, subject, addressees, and whether it is sent or unsent. You can select this option from one of the Message Options Menus.

To show information about a message:

Enter SH.

After you have read the information, Electronic Messaging returns you to the menu from which you selected the option.

The Options Menu

The Options menu offers you a choice of additional options, which include working with nicknames or distribution lists. Table 4-3 summarizes the Options menu. Review this table to become familiar with more subsystem features.

You can access the Options menu from the Electronic Messaging (DECmail) main menu.

Table 4-3 The Options Menu Options

Use		To
SEA	Search	Search for a message or document in your File Cabinet.
CAN	Cancel	Stop Electronic Messaging from sending a message you have deferred.
A	Auto-Forward/Reply Options	Display the Automatic Forward and Reply Options menu. You can have any mail you receive automatically forwarded to another address, and you can have a reply sent automatically to anyone who sends you mail.
N	Nickname Options	Display the Nickname Options menu. This menu offers you a choice of options to use with nicknames.
D	Distribution List Options	Display the Distribution List Options menu. This menu offers you a choice of options to use with distribution lists.
FC	File Cabinet Options	Display the File Cabinet menu. This menu offers you a choice of advanced document processing options to use with your messages.
V	VMSmail Import	Move your unread VMSmail into Electronic Messaging.

Using the Options Menu

Use the information in the following sections to:

- Search for a message.
- Cancel a deferred message.
- Display the Automatic Forward and Reply Options menu.
- Display the Nickname Options menu.

- Display the Distribution List Options menu.
- Display the File Cabinet menu.
- Move your unread VMSmail into Electronic Messaging.

Searching for a Message

The Search (SEA) option lets you find a particular message in your File Cabinet. You can access this option from the Options menu.

To search for a message:

- 1 Enter SEA.
- 2 Enter the search criteria.

Electronic Messaging displays a list of the messages that fit the search criteria. Select the required message. Electronic Messaging makes the message you select the current message, and displays the Message Options menu.

Canceling a Deferred Message

The Cancel Deferred Message (CAN) option lets you stop Electronic Messaging from sending a message you have deferred.

To cancel a deferred message:

- 1 Enter CAN.
- 2 Enter the line number of the message you want to cancel.

Electronic Messaging moves the message from your Sent folder back to your Unsent folder. ALL-IN-1 displays the Options menu, which lets you choose what to do with the message.

Displaying the Automatic Forward and Reply Options Menu

The Automatic Forward and Reply (A) option lets you:

- Have your mail automatically forwarded to another address.

- Stop Electronic Messaging from automatically forwarding your mail.
- Have an automatic reply sent to anyone who sends you mail.
- Stop Electronic Messaging from sending an automatic reply.

You can access this option from the Options menu.

To display the Automatic Forward and Reply Options menu:

Enter A.

See the Automatic Forward and Reply Options menu section in this chapter for more information.

Displaying the Nickname Options Menu

The Nickname Options (N) option lets you:

- Create a nickname.
- Delete a nickname.
- Edit a nickname.
- Display a list of the nicknames you have created.
- Print your list of nicknames.

You can access this option from the Options menu.

To display the Nickname Options menu:

Enter N.

See The Nickname Options menu section in this chapter for more information.

Displaying the Distribution List Options Menu

The Distribution List Options (D) option lets you create, edit, delete, or list the names in a distribution list. You can access this option from the Options menu.

To display the Distribution List Options menu:

Enter D.

See the Distribution List Options menu section in this chapter for more information.

Displaying the File Cabinet Menu

The File Cabinet Options (FC) option lets you display some advanced document processing options to use with your messages. You can access this option from the Options menu.

To display the File Cabinet menu:

Enter FC.

Refer to the File Cabinet chapter in this book for details of these options.

Importing VMSmail Messages

The VMSmail Import (V) option lets you bring your unread VMSmail messages into your File Cabinet. You can access this option from the Options menu.

To import VMSmail messages:

Enter V.

If your VMS user name is the same as your ALL-IN-1 user name, Electronic Messaging transfers your unread VMSmail messages into your File Cabinet. If not, it displays each VMSmail message's header information, and asks you to confirm that you want to import this message.

Electronic Messaging deletes the VMSmail message from your VMSmail account when it imports it into your ALL-IN-1 File Cabinet.

The Automatic Forward and Reply Options Menu

Table 4-4 summarizes the Automatic Forward and Reply Options. Review this table to become familiar with these options.

Table 4-4 Automatic Forward and Reply Options menu

Use		To
AF	Select Forwarding Address	Specify an address to which Electronic Messaging will automatically forward any mail.
CF	Cancel Forwarding Address	Stop Electronic Messaging from automatically forwarding your mail.
AR	Select Auto-Reply	Send an automatic reply to anyone who sends you mail.
CR	Cancel Auto-Reply	Stop Electronic Messaging from automatically sending the specified reply.

Using the Automatic Forward and Reply Options

Use the information in the following sections to:

- Forward your mail automatically.
- Cancel automatic forwarding.
- Send an automatic reply.
- Cancel an automatic reply.

Specifying a Forwarding Address

The Select Forwarding Address (AF) option lets you forward your mail to a different address. You can access this option from the Automatic Forward and Reply Options menu.

To specify a forwarding address:

- 1 Enter AF.
- 2 Enter the forwarding mail address.

Hints:

- Use Select Forwarding Address (AF) if, for example, you are working from an ALL-IN-1 account on a different ALL-IN-1 system, or if you are out of the office and want someone else to handle your mail.
- If you specify a forwarding address, ALL-IN-1 reminds you that automatic forwarding is in use every time you log in to ALL-IN-1 and enter the Electronic Messaging subsystem.

***NOTE:** If you have your messages forwarded to another address, you will not receive notification of meetings.*

Canceling a Forwarding Address

The Cancel Forwarding Address (CF) option lets you specify that you no longer want your mail forwarded. You can access this option from the Automatic Forward and Reply Options menu.

To cancel a forwarding address:

Enter CF.

Electronic Messaging no longer forwards your mail.

Sending an Automatic Reply

The Select Auto-Reply (AR) option lets you send an automatic reply. You can access this option from the Automatic Forward and Reply Options menu.

To send an automatic reply:

- 1 Enter AR.

- 2 Enter Y (yes) if the message already exists, or enter N (no) to create it.
- 3 Enter the folder and title of the document.
- 4 Type the text of the reply (if you are creating one).
- 5 Press Gold F to file it when you have finished.

Each time you receive a message, Electronic Messaging sends the automatic reply. Use Cancel Auto-Reply when you no longer want the reply to be sent.

Hints:

- Use this option if, for example, you are going to be out of the office, and want to let people know that you are not available to answer your mail.
- Electronic Messaging sends the automatic reply only once to each ALL-IN-1 user who sends you messages.
- If you set up an automatic reply, ALL-IN-1 reminds you that automatic reply is in use every time you log in to ALL-IN-1 and enter the Electronic Messaging subsystem.

Canceling an Automatic Reply

The Cancel Auto-Reply (CR) option lets you specify that you no longer want a reply sent automatically. You can access this option from the Automatic Forward and Reply Options menu.

To cancel an automatic reply:

Enter CR.

Electronic Messaging no longer sends automatic replies.

The Nickname Options Menu

The Nickname Options menu offers a choice of nickname options. Table 4-5 summarizes these options. You can access the Nickname Options menu from the Options menu.

It is useful to assign people nicknames if you regularly send them mail. For example, if you often send mail to Gregory Richards, assign him the nickname Greg. Then, when you need to send him a message, just enter *Greg* as his mail address.

NOTE: *Electronic Messaging does not let the recipient see the nickname you use.*

Table 4-5 Nickname Options Menu

Use		To
C	Create	Create a nickname.
D	Delete	Delete a nickname.
E	Edit	Edit the name associated with a nickname.
L	List	List all the nicknames you have created.
P	Print	Print a list of all the nicknames you have created.

Using the Nickname Options

Use the information in the following sections to:

- Create a nickname.
- Delete a nickname.
- Edit a nickname.
- Display a list of nicknames.
- Print a nickname.

Creating a Nickname

The Create (C) option lets you assign a nickname. You can access this option from the Nickname Options menu.

To create a nickname:

- 1 Enter C.
- 2 Enter the nickname you want to assign.
- 3 Enter the mail address of the person to whom you are assigning the nickname. You can enter the mail address in the same way you enter mail addresses when you create a message.

Electronic Messaging creates the new nickname and returns you to the Nickname Options menu.

Deleting a Nickname

The Delete (D) option lets you remove a nickname. You can access this option from the Nickname Options menu.

To delete a nickname:

- 1 Enter D.
- 2 Enter the nickname you want to delete.

Electronic Messaging deletes the nickname and returns you to the Nickname Options menu.

Editing a Nickname

The Edit (E) option lets you change the real name associated with a nickname. You can access this option from the Nickname Options menu.

To edit a nickname:

- 1 Enter E.
- 2 Enter the nickname you want to edit.
- 3 Enter the new mail address of the person associated with the nickname.

Electronic Messaging changes the mail address associated with the nickname, and returns you to the Nickname Options menu.

Listing Nicknames

The List (L) option lets you display a list of all the nicknames you have created. You can access this option from the Nickname Options menu.

To display a list of nicknames:

Enter L.

Electronic Messaging displays each nickname with its corresponding mail address.

Printing Nicknames

The Print (P) option lets you print a list of all the nicknames you have created. You can access this option from the Nickname Options menu.

To print your list of nicknames:

- 1 Enter P.
- 2 Enter the printing information.

Refer to the Printing Documents and Messages chapter in this book for information about printing.

Electronic Messaging prints each nickname with its corresponding mail address.

The Distribution List Options Menu

The Distribution List Options menu offers you a choice of options to work with distribution lists. Table 4-6 summarizes the Distribution List Options. You can access the Distribution List Options menu from the Options menu.

Distribution lists are useful if you want to send mail to specific groups of people. In addition to your own distribution lists, you can send mail to SUBSCRIBERS:. The list contains the names of everyone who uses ALL-IN-1 Electronic Messaging on your computer system. If you have supervisor privileges you can send mail to all ALL-IN-1 subscribers on another computer system.

You can use Electronic Messaging to send a distribution list to another user. However, the recipient must file the distribution list with a valid name.

If you send a distribution list to another user, make sure it has no references to other distribution lists in it. Also, the addresses in your distribution lists may not work for users on another computer system.

Table 4-6 Distribution List Options Menu

Use		To
SEL	Select	Select a distribution list as current.
C	Create	Create a distribution list.
E	Edit	Edit the contents of a distribution list.
D	Delete	Delete a distribution list.
L	List	List all your distribution lists.
SH	Show	Show a list of the names in a distribution list.
CO	Copy	Copy the names in one distribution list into another distribution list.

Using the Distribution List Options

The Distribution List Options

Use the information in the following sections to:

- Select a distribution list to work with.
- Create, edit, or delete a distribution list.
- Display a list of distribution lists.
- Display the names in a distribution list.
- Copy the names in one distribution list into another list.

Selecting a Distribution List

The Select (SEL) option lets you make a distribution list current. You can access this option from the Distribution List Options menu.

To select a distribution list:

- 1 Enter SEL.
- 2 Enter the name of the distribution list you want to select.

To display a list of all your distribution lists, press Gold L or Gold S.

To work with a particular distribution list (for example, to edit, print, or delete it), you must first make it current.

Creating a Distribution List

The Create Distribution List (C) option lets you create a distribution list. You can access this option from the Distribution List Options menu.

To create a distribution list:

- 1 Enter C.
- 2 Enter the name of the distribution list.

Remember to end the name with a colon (:), or begin it with an at sign (@).

- 3 Enter the name of each person to be included in the list.

You can enter mail addresses, names of other distribution lists, and nicknames. You enter names in a distribution list in the same way as you enter names when you are addressing a message.

- 4 Exit from the distribution list when you have finished.

You can edit the list while creating it. You can also include comments about the people in the list. Precede comments with an exclamation point (!). For example:

Mail Address:

!Departmental Manager
RICHARDS
!Sales Admin
ZABANSKI

The colon or at sign in a distribution list name are not interchangeable. For example, you cannot send a message to a distribution list called MANAGERS: by specifying @MANAGERS.

***NOTE:** You cannot create a distribution list with the same name as a distribution list in your Wastebasket.*

Editing a Distribution List

The Edit (E) option lets you add, change, or delete names in the current distribution list. Use Select to make a distribution list current. You can access this option from the Distribution List Options menu.

To edit a distribution list:

- 1 Enter E.
- 2 Edit the list.
- 3 Exit from the list when you have finished.

Electronic Messaging updates the distribution list with the changes you have made, and returns you to the Distribution List Options menu.

***NOTE:** You cannot cancel your edits by pressing **EXIT SCREEN**. You must edit the distribution list again to restore the original names.*

Deleting a Distribution List

The Delete (D) option lets you delete the current distribution list. Use Select (SEL) to make a distribution list current. You can access this option from the Distribution List Options menu.

To delete a distribution list:

- 1 Enter D.

- 2 Enter Y (for yes) at the confirmation prompt to delete the distribution list, or enter N (no) to keep it.

Electronic Messaging puts the deleted list in the Wastebasket. You can retrieve it by selecting it from the Wastebasket and filing it back into the folder **DISTRIBUTION LISTS**. However, you can only do this before the system manager empties the Wastebasket.

Displaying a List of Your Distribution Lists

The List (L) option lets you display a list of your distribution lists. The list includes system distribution lists, created by your system manager. You can access this option from the Distribution List Options menu.

To display a list of your distribution lists:

Enter L.

You can select a distribution list from the list displayed by entering the appropriate number.

Showing the Names in a Distribution List

The Show (SH) option lets you display the names in the current distribution list. Use Select (SEL) to make a distribution list current. You can access this option from the Distribution List Options menu.

To display the names in a distribution list:

Enter SH.

After you have read the names Electronic Messaging returns you to the Distribution List Options menu.

Copying a Distribution List

The Copy (CO) option lets you copy the names in the current distribution list into another list. Use Select (SEL) to make a distribution list current. You can access this option from the Distribution List Options menu.

To copy a distribution list:

- 1 Enter CO.
- 2 Enter the name of the new list (the list that will contain the copied names).

Hint:

- Copy is useful if you want to create a distribution list that incorporates an existing list. For example, you may have a list called SECRETARIES:, and want to create a different list called MANAGERS AND SECRETARIES:. Instead of typing all the secretaries' names again, copy the existing list (SECRETARIES:) into the new list (MANAGERS AND SECRETARIES:), then edit the new list to include the managers' names.

5

Electronic Messaging (ALL-IN-1 Style)

The Electronic Messaging Subsystem lets you communicate with other ALL-IN-1 users, and users of other mail systems. With Electronic Messaging, you can:

- Create a message to send to one or more people.
- Send a message to any ALL-IN-1 user, even if the user is out of the office.
- Distribute a document that exists in your File Cabinet.
- Receive messages and documents.
- File, print, delete, answer, or forward messages that you receive.

When you enter information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.

- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using the Electronic Messaging Subsystem

You can access the Electronic Messaging Subsystem from the Main menu.

To access the Electronic Messaging Subsystem:

Enter EM.

Electronic Messaging Styles

ALL-IN-1 offers two Electronic Messaging styles. Your system manager originally decides which style appears when you select Electronic Messaging. The menus can resemble either the rest of ALL-IN-1, or DECmail. If your menu resembles the menu illustrated in Figure 5-1, you have the ALL-IN-1 style Electronic Messaging Subsystem. If you have the DECmail style menu, see the Electronic Messaging (DECmail Style) chapter in this book.

You can change your Electronic Messaging style by editing your user profile. See the User Setup chapter in this book for more information.

```
Phil Ward                                     Thu 07-Nov-1985

                                Electronic Messaging

SEL  Select Message      Folder:
      MBI Inbox MBC Created Title:
      MBR Read MBS Sent   Number:      Status:

C    Create
E    Edit
D    Delete
P    Print
R    Read
I    Index

RN   Read New mail
A    Answer
S    Send

                                TR   Training

Enter selection and press RETURN              (more...)
```

Figure 5-1 Electronic Messaging Menu (ALL-IN-1 Style)

Electronic Messaging Folders

Electronic Messaging (ALL-IN-1 style) uses four folders in the ALL-IN-1 File Cabinet:

- Inbox folder
- Read folder
- Created folder
- Outbox folder

Electronic Messaging (ALL-IN-1 Style)

Electronic Messaging automatically files messages you create in the Created folder. When you send a message, a copy goes to each person you addressed it to, and your copy is placed in your Outbox folder.

You can also send a document from any other folder in the File Cabinet. See the section on Sending a Document From Another Folder.

Messages sent to you arrive in the Inbox folder, where they stay until read. A message displays on your screen each time new mail arrives, even if you are not using Electronic Messaging at the time. When you read a message, ALL-IN-1 moves it to the Read folder. You can either leave it in the Read folder, move it to another folder, or delete it. You can also file a copy in any other folder in the File Cabinet. Figure 5-2 illustrates the Electronic Messaging folders.

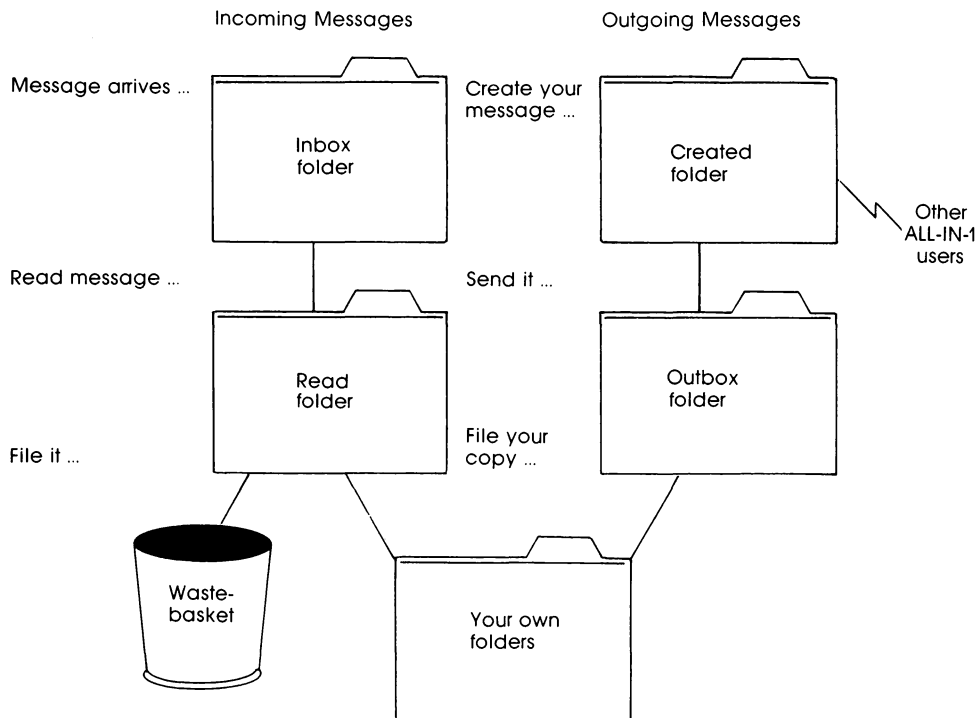


Figure 5-2 Electronic Messaging Folders (ALL-IN-1 Style)

The Electronic Messaging Menu Options

The Electronic Messaging menus list the available options and contain the current item fields: Folder, Title, Number, and Status. These four fields indicate where you are and what you can currently work with. They usually indicate the current message, though they may indicate a distribution list or a nickname.

Table 5-1 summarizes the Electronic Messaging (ALL-IN-1) menu options. Review this table to become familiar with the subsystem features.

To use these options with a particular message, first make sure that the message is current. Use the Select option to make a message current. All the options are available from all Electronic Messaging (ALL-IN-1) menus.

Table 5-1 Electronic Messaging Menu Options

Use		To
SEL	Select	Select the message or document to be worked on and place it in the Current Message Block.
MBI	Index of Inbox Messages	Display a list of new mail in your Inbox. From this list you can read the mail selectively.
MBC	Index of Created Messages	Display a list of messages that you have created but not sent. From this list you can select a message to work with.
MBR	Index of Read Messages	Display a list of messages that you have received and read. From this list you can select a message to work with.
MBS	Index of Sent Messages	Display a list of messages that you have sent. From this list you can select a message to work with.
C	Create	Create a message.
E	Edit	Edit the text of a message you have created.
D	Delete	Delete a message from your File Cabinet and put it into the Wastebasket.
P	Print	Print a message on paper.
R	Read	Read a message.

(continued)

Table 5-1 Electronic Messaging Menu Options (Cont.)

Use		To
I	Index	Display a list of documents or messages in the current folder.
RN	Read New Mail	Read new mail.
A	Answer	Answer a message.
S	Send	Send a message or document to each addressee listed in the header information.
TR	Training	Access the Computer Based Instruction (CBI) training course.

Using Electronic Messaging

Use the information in the following sections to:

- Select a message to work with.
- Display an index of one of your mail folders, or the current folder.
- Create, edit, read, print, or delete a message.
- Read new mail.
- Answer a message.
- Send a message.
- Send a document from another (non-mail) folder.

Enter M and press RETURN to display the Additional Messaging Options menu.

Selecting a Message

The Select (SEL) option lets you make a message or document the current message. You can access this option from the Electronic Messaging menu.

To select a message or document:

- 1 Enter SEL.
- 2 Enter the name of the message or document you want to select, specifying the folder and title or number.

Electronic Messaging selects the message as the current message, and displays it in the Current Message Block.

To work with a particular message or document (for example, to send, edit, print, or delete it), you must first bring it into the Current Message Block.

Hint:

- If you are not sure of the folder name, clear the folder field and press Gold L or Gold S to display a list of your folders. If you are not sure of the title, use Gold L or Gold S to display a list of your titles.

Displaying an Index of Inbox Messages

The Index of Inbox Messages (MBI) option lets you display a list of new mail in your Inbox. You can access this option from the Electronic Messaging menu.

To display an index of Inbox messages:

Enter MBI.

You can select a message and read it by entering its line number.

Displaying an Index of Created Messages

The Index of Created Messages (MBC) option lets you display a list of messages you have created but not sent. You can access this option from the Electronic Messaging menu.

To display an index of created messages:

Enter MBC.

You can select a message from the list by entering its line number.

Displaying an Index of Read Messages

The Index of Read Messages (MBR) option lets you display a list of all the messages you have received and read. You can access this option from the Electronic Messaging menu.

To display an index of read messages:

Enter MBR.

You can select a message from the list by entering its line number.

Displaying an Index of Sent Messages

The Index of Sent Messages (MBS) option lets you display a list of all the messages you have sent. You can access this option from the Electronic Messaging menu.

To display an index of sent messages:

Enter MBS.

You can select a message from the list by entering its line number.

Creating a Message

The Create (C) option lets you write a new message. You can access this option from the Electronic Messaging menu.

To create a mail message:

- 1 Enter C.
- 2 Enter the message header information.
- 3 Type the text of the message.
- 4 Press Gold F to file the message when you have finished.

When you create a message, you provide header information to address it. Identify all the recipients, including those who are to receive carbon copies, and give the message a subject. You can address messages to people by:

- Mail address
- Nickname
- Distribution list

When you address a message, you can personalize the names that appear on the message header. Enter the name that you want to appear on the message header, and on the same line enter the mail address, nickname, or distribution list in parentheses. For example, if you are sending a message to someone called Jane Reilly, and want her job title to appear in the message header, enter:

Jane Reilly, Personnel Manager (REILLY)

The name you enter can be up to 30 characters.

You can also change the following in the message header:

- The priority of the message
- Whether you want a Delivery Receipt
- Whether you want a Read Receipt

Refer to the ALL-IN-1 Editor chapter in this book for details about the editor.

When you have finished creating the message, Electronic Messaging files it in your Created folder.

CAUTION: *If you have the WPS-PLUS editor, users on computer systems other than ALL-IN-1 may not be able to read the messages you create. The system manager must define the translation procedure. See your system manager for more information.*

Sending Mail to a Mail Address. To send a message to an ALL-IN-1 user who has an account on your computer system, just enter the user's

ALL-IN-1 user name. For example, to send mail to someone called Saunders, just enter:

SAUNDERS

Sending Mail to Users on Other ALL-IN-1 Computer Systems. If an addressee has an ALL-IN-1 account on a different ALL-IN-1 system, you must also enter the name of the computer system. For example, to send a message to someone called Williams with an ALL-IN-1 account on a computer system called BOSTON, enter:

WILLIAMS @A1 @BOSTON

OR

WILLIAMS AT A1 AT BOSTON

Sending Mail to DECmail Users. If you send a message to someone who has a DECmail account, you must specify that. For example, to send a message to someone called Roberts with a DECmail account on a computer system called DALLAS, enter:

ROBERTS @DECMail @DALLAS

OR

ROBERTS AT DECMail AT DALLAS

Sending Mail to ALL-IN-1 Version 1 and VMSmail Users. You can send the message to someone who has a VAX/VMS mail account or an ALL-IN-1 Version 1 account through the Message Router VMSmail Gateway (if it is installed). For example, to send a message to someone called Stiles with an account on a computer system called LONDON, enter:

STILES @MRGATE @LONDON

OR

STILES AT MRGATE AT LONDON

Specify the address in this way if the Message Router VMSmail Gateway is installed both on the ALL-IN-1 system and on the recipient's computer

system. If the gateway is installed only on ALL-IN-1, enter the account name before the gateway in the address. For example:

STILES @LONDON @MRGATE

OR

STILES AT LONDON AT MRGATE

Sending Mail to a Nickname. If you have a nickname set up for a person, you can enter the nickname as a recipient of the message. For example, if you have the nickname *John* set up for someone called John Williams, enter:

John

Electronic Messaging converts the nickname into the individual user name. Refer to the Nickname Management chapter in this book for information about nicknames.

Sending Mail to a Distribution List. If you have a distribution list set up for a number of users, you can send the mail to everyone on the distribution list. For example, if you have a distribution list called MANAGERS: containing the names of all managers, enter:

MANAGERS:

Electronic Messaging converts the distribution list into the individual user names. Refer to the Distribution List Management chapter in this book for information about distribution lists.

Sending Mail to Yourself. You can send messages to yourself by specifying *I* or *me*.

Sending Mail to People Without Computer Systems. You can send messages to people without accounts on a computer system. When you enter the name, ALL-IN-1 asks you if you want to send a copy by paper mail. If you do, the message is printed, and you can send it by regular mail.

Subject. The subject describes what the message is about. Give your messages descriptive subjects so that you can easily retrieve them from your File Cabinet.

Priority. EXPRESS is the fastest means of sending mail. FIRST_CLASS is the next fastest, and SECOND_CLASS is the slowest means of sending mail. Electronic Messaging sends a message First Class unless you change the priority.

Delivery Receipt. If you want to know whether a message has been delivered, specify that you want a Delivery Receipt. After the message has arrived in the recipient's Unread folder, Electronic Messaging sends you a message confirming the delivery.

Read Receipt. If you want to know whether a recipient has read the message, specify that you want a Read Receipt. If the recipient agrees, Electronic Messaging sends you a message confirming that the message has been read.

The recipient's User Profile specifies whether Electronic Messaging should send Read Receipts when requested, or ask the recipient first each time. Electronic Messaging sends a Read Receipt only if the recipient agrees.

Editing a Message

The Edit (E) option lets you change the text of a message you have created. You can access this option from the Electronic Messaging menu.

To edit a message:

- 1 Enter E.
- 2 Edit the message.
- 3 Press Gold F to file the message and save all your changes.

If you want to edit the message header, enter Modify Message Header (MH) from the Additional Messaging Options menu.

NOTE: *You can edit only an unsent message or a message whose text you have filed.*

Hint:

- While editing the text, you can press Gold H for more information on the editor functions and keypad definitions. Refer to the ALL-IN-1 Editor chapter in this book for details about the editor

Deleting a Message

The Delete (D) option lets you remove the current message from its folder and put it into the Wastebasket. You can access this option from the Electronic Messaging menu.

To delete a message:

- 1 Enter D.
- 2 Enter Y (yes) at the confirmation prompt to delete the message, or enter N (no) to keep it.

If you delete the message Electronic Messaging displays a message confirming that it was deleted. Electronic Messaging places the message in your Wastebasket.

Hints:

- If you deleted a message by mistake, you can retrieve it by selecting the message from the Wastebasket and filing it again. However, you must do this before you or the system manager empties the Wastebasket.
- If you delete a message from your Outbox folder, remember the recipients of the message can still read their copies of it.

Printing a Message

The Print (P) option lets you print the current message on paper. You can access this option from the Electronic Messaging menu.

To print a message:

- 1 Enter P.
- 2 Enter the printing information.

Refer to the Printing Documents and Messages chapter for details about printing.

If the message you print is a document created with ALL-IN-1 Word and Document Processing, Electronic Messaging (ALL-IN-1 style) takes account of the type of handling specified for the document when it was created.

For example, if the document was created in RUNOFF format, RUNOFF is its specified handling. When you print the document, Electronic Messaging invokes RUNOFF to process it; the document printed is the formatted document.

Reading a Message

The Read (R) option lets you display the current message on your terminal screen. You can access this option from the Electronic Messaging menu.

To display a message:

Enter R.

When you have finished reading the message, Electronic Messaging returns you to the Electronic Messaging menu.

If the message you read is a document created with ALL-IN-1 Word and Document Processing, Electronic Messaging (ALL-IN-1 style) takes account of the type of handling specified for the document when it was created.

For example, if the document was created in RUNOFF format, RUNOFF is its specified handling. When you read the document, Electronic Messaging invokes RUNOFF to process it; the document you see is the formatted document.

Displaying an Index

The Index (I) option lets you display a list of the documents or messages in the current folder or any other folder. You can access this option from the Electronic Messaging menu.

To display an index of the current folder:

- 1 Enter I.
- 2 Enter the name of the folder, or accept the current folder.

You can select a message or document from the list by entering the appropriate number.

Hint:

- To search for a particular message, enter as much information as you can to identify it. Press Gold A from the index display to fill in more search criteria.

Reading New Mail

The Read New Mail (RN) option lets you read new messages in your Inbox. You can access this option from the Electronic Messaging menu.

To read new mail:

Enter RN.

Electronic Messaging displays the first new message on the terminal screen. When you have finished reading a message, ALL-IN-1 moves the message from the Inbox to the Read folder. ALL-IN-1 displays this message as the current message on the Electronic Messaging menu.

If the message you read is a document created with ALL-IN-1 Word and Document Processing, Electronic Messaging (ALL-IN-1 style) takes account of the type of handling specified for the document when it was created.

For example, if the document was created in RUNOFF format, RUNOFF is its specified handling. When you read the document, Electronic Messaging invokes RUNOFF to process it; the document you see is the formatted document.

Answering a Message

The Answer (A) option lets you reply to a message. You can access this option from the Electronic Messaging menu.

To answer a message:

- 1 Enter A.
- 2 If you were not the only user to receive the message, specify whether you want the reply sent to everyone else who received the message, or just the sender.
- 3 Enter the text of your reply.

- 4 Press Gold F to file the reply when finished.

When you answer a message, Electronic Messaging assumes that you are replying to the person who sent the message, so there is no need to fill in an address.

Electronic Messaging files the answer in your Created folder. The answer becomes the current message, and the message you answered becomes the original message. Use Send to send the answer. When you send the answer you receive a copy of it.

NOTE: *You cannot reply to all addressees if you receive a message sent to the SUBSCRIBERS: distribution list.*

Sending a Message

The Send (S) option lets you mail an unsent message to each addressee listed in the header. You can access this option from the Electronic Messaging menu.

If you use Send to mail a read message, you answer the message you have read. After you have typed your reply and filed it, Electronic Messaging sends it at once.

If you use Send with a Sent message, you forward the message. After you have filled in the header information, typed the text, and filed the cover note, the message is forwarded at once.

To send a message:

Enter S.

Electronic Messaging mails the message as soon as possible, to each addressee on the message header. ALL-IN-1 moves your copy of the message to the Outbox.

Sending a Document from Another Folder

The Send (S) option also lets you send documents created in the Word and Document Processing subsystem, or created from the text of a message (see the section on Filing the Text of a Message). Use the Select (SEL) option to make the document the current message.

To send the document:

Enter S.

After you have filled in the header information, the text of the document is displayed and you are placed in the Editor. Edit the document if required, and then file it. The document is sent to each addressee on the message header, and ALL-IN-1 moves your copy to the Outbox. The document edited and sent is a copy of the original, created by ALL-IN-1. The original is left unchanged.

Additional Messaging Options Menu

The Additional Messaging Options menu offers further options. Table 5-2 summarizes the Additional Messaging Options menu. Review this table to become familiar with more subsystem features.

You can enter M at the Electronic Messaging menu to display the Additional Messaging Options menu.

Table 5-2 Additional Messaging Options Menu

Use		To
F	Forward	Forward a message to another user, attaching a cover note to it.
O	Original Message	Make the message you were answering or forwarding the current message.
SH	Show Message Status	Show information about a message.
MH	Modify Message Header	Modify the message header.

(continued)

Table 5-2 Additional Messaging Options Menu (Cont.)

Use		To
DEF	Defer	Choose the date and time you want to send a message.
CAN	Cancel Deferred Message	Stop Electronic Messaging from sending a message you have deferred.
FM	File Message	File a copy of a sent or read message into another folder.
FT	File Text	File a copy of the text of a sent or read message (that is, without the mail header information) into another folder.
FA	File Attachment	File a copy of an attachment to a sent or read message into another folder.
ATT	Attach	Attach a copy of an existing message or document to an unsent message.
DET	Detach	Detach an attachment from an unsent message.

Using the Additional Messaging Options

Use the information in the following sections to:

- Forward a message.
- Return to the message you were answering or forwarding.
- Display information about a message.
- Modify the message header.
- Defer the sending of a message (and cancel a deferral).
- Attach (and detach) messages or documents.
- File the parts of a message, including attachments.

To display the Advanced Messaging Options menu:

Enter M at the Additional Messaging Options menu.

Forwarding a Message

The Forward (F) option lets you attach a cover note to a message and forward it to another person. You can access this option from the Additional Messaging Options menu.

To forward a message:

- 1 Enter F.
- 2 Enter the message header information.
- 3 Type the text of the cover message.
- 4 Press Gold F to file the message when finished.

When you file the cover message, Electronic Messaging attaches a copy of the message you want to forward, and files them together in the Created folder. Use Send (S) to send the message and the attached cover message.

***NOTE:** The forwarded message with the attached cover note becomes the current message. The message without the cover note becomes the original message.*

Selecting the Original Message

The Original Message (O) option lets you make the message you answered or forwarded into the current message. (When you answer or forward a message, the reply or cover message becomes the current message.) You can access this option from the Additional Messaging Options menu.

To select the original message:

Enter O.

Use this option after using Answer (A) or Forward (F). Electronic Messaging returns you to the message you were answering or forwarding.

Showing the Status of a Message

The Show Message Status (SH) option lets you display such information as the message's author, subject, addressees, and whether it is sent or unsent. You can access this option from the Additional Messaging Options menu.

To show information about a message:

Enter SH.

When you have read the information, Electronic Messaging returns you to the Additional Messaging Options menu.

Modifying the Message Header

The Modify Message Header (MH) option lets you edit the header information of an unsent message. You can access this option from the Additional Messaging Options menu.

To modify the message header:

- 1 Enter MH.
- 2 Edit the header information.
- 3 Exit from the message header when finished.

Electronic Messaging changes the message header information. Use Send to send the message when you are ready.

Edit the message header if you want to:

- Change the addressees.
- Change the subject.
- Change the priority.
- Request a Read Receipt (or cancel a request).
- Request a Delivery Receipt (or cancel a request).

Refer to Creating a Message for details.

NOTE: You cannot modify the message header of a Sent or a Read message.

Deferring a Message

The Defer (DEF) option lets you specify the date and time you want to send a message. You can access this option from the Additional Messaging Options menu.

To defer a message:

- 1 Enter DEF.

Electronic Messaging displays the current date and time.

- 2 Specify the earliest date and time you want the message sent, typing over the parts of the current entry you want to change.

Electronic Messaging sends the message as soon as possible after the time you specify, and puts your copy in the Outbox. If you want to edit a deferred message, or send it immediately, cancel the deferral by selecting Cancel Deferred Message (CAN). Electronic Messaging returns the message to the Created folder.

Canceling a Deferred Message

The Cancel Deferred Message (CAN) option lets you stop Electronic Messaging from sending a message you have deferred. You can access this option from the Additional Messaging Options menu.

To cancel a deferred message:

- 1 Enter CAN.

Electronic Messaging displays a list of deferred messages.

- 2 Enter the line number of the message you want to cancel.

Electronic Messaging moves the message from your Outbox back to your Created folder.

Filing a Message

The File Message (FM) option lets you put a copy of a message into another folder. You can access this option from the Additional Messaging Options menu.

To file a message:

- 1 Enter FM.
- 2 Specify the name of the folder you want to file the message in.
- 3 Edit the title of the message, or accept the title displayed.

Electronic Messaging puts a copy of the message in the folder you specify. You can edit the title if you wish, or accept the title the message already has.

The original message remains in its folder.

NOTE: *You cannot edit a filed message.*

Hints:

- Before you specify the folder, you can press Gold L or Gold S to display a list of all your folders, and choose one from the list.
- If you want to edit a message, use the File Text option.
- You cannot file a message if its status is Unread.

Filing the Text of a Message

The File Text (FT) option lets you put a copy of the text of a message into another folder. You can access this option from the Additional Messaging Options menu.

To file the text of a message:

- 1 Enter FT.
- 2 Specify the name of the folder in which you want to file the text of the message. Press Gold L or Gold S to display a list of all your folders.
- 3 Edit the title of the message or accept the title displayed.

Electronic Messaging files a copy of the message text (without the header information) in the folder you specify.

You can now edit or resend the message. The original message, with the header information, remains in its folder.

Hints:

- Use the File Text (FT) option if you want to edit or send a message that you have already read, or if you want to edit or re-send a message that you have already sent.
- You cannot file the text of a message with Unread status.

Filing an Attachment

The File Attachment (FA) option lets you put a copy of an attachment into another folder. You can access this option from the Additional Messaging Options menu. An attachment is any document that has been attached to a message.

To file an attachment:

- 1 Enter FA.
Electronic Messaging displays a list of attachments.
- 2 Enter the number of the attachment you want to file.
- 3 Specify the name of the folder in which you want to file the attachment.
- 4 Edit the title of the attachment, or accept the title displayed.

Electronic Messaging puts a copy of the text of the attachment in the folder you specify. If the attachment was a message, it removes the header information and files the text only. Electronic Messaging takes the subject of the attachment as the title.

You can now edit or resend the filed attachment. The original message with its attachments remains in its folder.

NOTE: *You can file only one attachment at a time.*

Hints:

- Before you specify the folder, you can press Gold L or Gold S to display a list of all your folders, and choose one from the list.

- To remove attachments from an unsent message, use the Detach option.
- You cannot file an attachment to a message with Unread status.

Attaching a Message

The Attach (ATT) option lets you attach a copy of an existing message or document to the current unsent message. You can access this option from the Additional Messaging Options menu.

To attach a message:

- 1 Enter ATT.
- 2 Enter the name of the message or document you want to attach, specifying the folder and title or number.

Electronic Messaging attaches the document to the current message.

NOTE: *You can attach only one message at a time, and you can attach only to an unsent message.*

Hints:

- If you are not sure of the folder name or the title, press Gold L or Gold S to see a list of your folders or titles. You can then choose the message or document from the list.
- If you want to remove a message or document that you have attached but not sent, use Detach.

Detaching a Message

The Detach (DET) option lets you remove an attachment from an unsent message. You can access this option from the Additional Messaging Options menu.

To detach a message:

- 1 Enter DET.
- 2 Enter the number of the message or document you want to detach.

Electronic Messaging deletes the attachment from the message. Attachments are copies; the original message or document still exists in its folder.

Hints:

- Use Detach to reverse or undo an Attach.
- To create a copy of an attachment from a sent or read message, use the File Attachment (FA) option.

The Advanced Messaging Options Menu

The Advanced Messaging Options menu offers advanced options.

Table 5-3 summarizes the Advanced Messaging Options.

To display the Advanced Messaging Options menu:

Enter M at the Additional Messaging Options menu.

Table 5-3 Advanced Messaging Options Menu

Use		To
AF	Auto Forward	Specify an address to which Electronic Messaging will automatically forward any mail sent to you.
CF	Cancel Auto Forward	Stop Electronic Messaging from automatically forwarding your mail.
AR	Auto Reply	Send an automatic reply to anyone who sends you mail.
CR	Cancel Auto Reply	Stop Electronic Messaging from automatically sending the specified reply.
DL	Distribution List Options	Display the Distribution List Management menu. This menu offers options to use with distribution lists.

(continued)

Table 5-3 Advanced Messaging Options Menu (Cont.)

Use		To
NI	Nickname Options	Display the Nickname Management menu. This menu offers options to use with nicknames.
FC	File Cabinet Options	Display the File Cabinet menu. This menu offers advanced document processing options to use with your messages.
V	VMSmail Import	Bring your unread VMSmail into Electronic Messaging.

Specifying a Forwarding Address

The Auto Forward (AF) option lets you automatically forward your mail to a different address. You can access this option from the Advanced Messaging Options menu.

To specify a forwarding address:

- 1 Enter AF.
- 2 Enter the forwarding mail address.

Electronic Messaging forwards your incoming mail to the mail address you specify. Use Cancel Auto Forward when you no longer want your mail forwarded.

NOTE: *If your messages are forwarded to another address, you will not receive notification of meetings.*

Hints:

- Use Auto Forward if, for example, you are working from an ALL-IN-1 account on a different ALL-IN-1 system, or if you are out of the office and want someone else to handle your mail.

- If you specify a forwarding address, ALL-IN-1 reminds you that automatic forwarding is in use every time you log in to ALL-IN-1 and enter the Electronic Messaging subsystem.

Canceling a Forwarding Address

The Cancel Auto Forward (CF) option lets you specify that you no longer want your mail forwarded. You can access this option from the Advanced Messaging Options menu.

To cancel a forwarding address:

Enter CF.

Sending an Automatic Reply

The Auto Reply (AR) option lets you have an automatic reply sent to anyone who sends you mail. You can access this option from the Advanced Messaging Options menu.

To select an automatic reply:

- 1 Enter AR.
- 2 Enter Y (yes) if the message already exists, or enter N (no) to create it.
- 3 Enter the folder and title of the automatic reply.
- 4 Type the text of the reply you want to send, if you are creating a reply.
- 5 Press Gold F to file the text when you have finished.

Each time you receive a message, Electronic Messaging sends the automatic reply. Use Cancel Auto Reply when you no longer want the reply to be sent.

Hints:

- Use this option if, for example, you are going to be out of the office, and want to let people know that you are not available to answer your mail.

- Electronic Messaging sends the automatic reply only once to each ALL-IN-1 user who sends you messages.
- If you set up an automatic reply, ALL-IN-1 reminds you that automatic reply is in use every time you log in to ALL-IN-1 and enter the Electronic Messaging subsystem.

Canceling an Automatic Reply

The Cancel Auto Reply (CR) option lets you specify that you no longer want a reply automatically sent. You can access this option from the Advanced Messaging Options menu.

To cancel an automatic reply:

Enter CR.

Displaying the Distribution List Management Menu

The Distribution List Options (DL) option lets you work with distribution lists. Distribution lists are useful if you send messages to specific groups of people. You can access this option from the Advanced Messaging Options menu.

To display the Distribution List Management menu:

Enter DL.

For more information on distribution lists, see the Distribution List Management chapter in this book.

Displaying the Nickname Management Menu

The Nickname Options (NI) option lets you work with nicknames. You will find it useful to assign people nicknames if you regularly send them messages. You can access this option from the Advanced Messaging Options menu.

To display the Nickname Management menu:

Enter NI.

Refer to the Nickname Management chapter in this book for information on how to create and maintain your own nicknames list.

Displaying the File Cabinet Menu

The File Cabinet Options (FC) option lets you access the advanced word and document processing options to use with your messages. You can access this option from the Advanced Messaging Options menu.

To display the File Cabinet menu:

Enter FC.

Refer to the File Cabinet chapter in this book for details of these options.

Importing VMSmail Messages

The VMSmail Import (V) option lets you bring your unread VMSmail messages into your Electronic Messaging File Cabinet. You can access this option from the Advanced Messaging Options menu.

To import VMSmail messages:

Enter V.

If your VMS user name is the same as your ALL-IN-1 user name, Electronic Messaging transfers your unread VMSmail messages into your File Cabinet. If not, it displays each VMSmail message's header information, and asks you to confirm that you want to import this message.

Electronic Messaging deletes the VMSmail message from your VMSmail account when it imports it into your ALL-IN-1 File Cabinet.

6

Nickname Management

Nickname Management lets you create and maintain a list of nicknames in the Nicknames folder in your ALL-IN-1 File Cabinet. You can use nicknames with any ALL-IN-1 application that utilizes the Electronic Messaging features.

You will find it useful to assign people nicknames if you regularly send them mail. For example, if you often send mail to Gregory Richards, assign him the nickname Greg. Then, whenever you need to send him a message, just type *Greg* as his mail address.

You can access the Nickname Management Subsystem from the Main menu, from the Directories menu, and from Electronic Messaging.

To access the Nickname Management Subsystem:

Enter NI.

When you enter information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.

- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

The Nickname Management Menu Options

Table 6-1 summarizes the Nickname Management menu options. Review this table to become familiar with these options.

Table 6-1 Nickname Management Menu Options

Use		To
SEL	Select	Make a nickname current.
C	Create	Assign a nickname.
E	Edit	Edit a nickname.
D	Delete	Delete a nickname.
P	Print	Print a list of nicknames on paper.
R	Read	Display all nicknames.
I	Index	Display a list of all the nicknames you have assigned.

Using the Nickname Management Menu

Use the information in the following sections to:

- Select a nickname.
- Create, edit, and delete a nickname.

- Display and print a list of nicknames.

Selecting a Nickname

The Select (SEL) option lets you select a nickname to work with. You can access this option from the Nickname Management menu.

To select a nickname:

- 1 Enter SEL.
- 2 Enter the name of the nickname you want to select.

You can press Gold L or Gold S to display a list of your nicknames.

ALL-IN-1 selects the nickname, and displays it in the Current Item Block. To work with a particular nickname (for example, to edit or delete it), you must first bring it into the Current Item Block.

Creating a Nickname

The Create (C) option lets you assign someone a nickname. You can access this option from the Nickname Management menu.

To create a nickname:

- 1 Enter C.
- 2 Enter the nickname you want to assign.
- 3 Enter the mail address of the person to whom you are assigning the nickname. You can enter the mail address in the same way you enter mail addresses when you create a message.

The person to whom you assign the nickname will not see the nickname when you send mail.

Editing a Nickname

The Edit (E) option lets you edit the mail address associated with a nickname. If the nickname you want to edit is not displayed in the Current Item Block, use Select to make it current. You can access this option from the Nickname Management menu.

To edit the current nickname:

- 1 Enter E.
- 2 Edit the mail address.

ALL-IN-1 changes the mail address associated with the nickname, and returns you to the Nickname Management menu.

Hint:

- To change the nickname, rather than the mail address, use Create (C) to set up a new nickname. You can use Delete (D) to delete the old nickname if you want to.

Deleting a Nickname

The Delete (D) option lets you delete a nickname. If the nickname you want to delete is not displayed in the Current Item Block, use Select to make it current. You can access this option from the Nickname Management menu.

To delete the current nickname:

- 1 Enter D.
- 2 Enter Y (yes) at the confirmation prompt to delete the nickname, or Enter N (no) to keep it.

Printing Nicknames

The Print (P) option lets you print a list of your nicknames on paper. You can access this option from the Nickname Management menu.

To print nicknames:

- 1 Enter P.

2 Enter the printing information.

Refer to the *Printing Documents and Messages* chapter in this book for details about printing.

Reading Nicknames

The Read (R) option lets you display a list of your nicknames. You can access this option from the Nickname Management menu.

To read your nicknames:

Enter R.

After you have read your list of nicknames, ALL-IN-1 returns you to the Nickname Management menu.

Displaying an Index of Nicknames

The Index (I) option lets you display an index of all the nicknames you have assigned, and their corresponding mail addresses. You can access this option from the Nickname Management menu.

To display an index of all your nicknames:

Enter I.

You can select a nickname from the list by entering its line number.

Distribution List Management

Distribution List Management lets you create and maintain distribution lists. You can use your distribution lists with any application that uses the Electronic Messaging features of ALL-IN-1.

Distribution lists are stored in the Distribution Lists folder. They are useful if you want to send mail to specific groups of people. In addition to your own distribution lists, you can send mail to SUBSCRIBERS:. This contains the names of everyone who uses ALL-IN-1 Electronic Messaging on your ALL-IN-1 system. If you have supervisor privileges you can send mail to all ALL-IN-1 subscribers on another computer system.

You can use Electronic Messaging to send a distribution list to another user. However, the recipient must file the distribution list with a valid name.

If you send a distribution list to another user, make sure it has no references to other distribution lists in it. Also, remember that the addresses in your distribution lists may not work for users on another computer system.

You can access the Distribution List Management Subsystem from the Main menu, from the Directories menu, and from Electronic Messaging.

To access the Distribution List Management Subsystem:

Enter DL.

When you enter information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press DOWN ARROW to go to the next field on a form. Press UP ARROW to go back to a previous field on a form. Press RETURN after completing a form: this returns you to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

The Distribution List Management Menu

Table 7-1 summarizes the Distribution List Management menu options. Review this table to become familiar with the options.

Table 7-1 Distribution List Management Menu Options

Use		To
SEL	Select	Select a distribution list.
C	Create	Create a distribution list.
E	Edit	Edit the names in a distribution list.
D	Delete	Delete a distribution list.
P	Print	Print a distribution list on paper.
R	Read	Read a distribution list.
I	Index	Display an index of your distribution lists.
CO	Copy	Copy the names in a distribution list into another distribution list.

Using the Distribution List Management Menu

Use the information in the following sections to:

- Select a distribution list to work with.
- Create, edit, read, print, or delete a distribution list.
- Display a list of your distribution lists.
- Copy one distribution list into another distribution list.

Selecting a Distribution List

The Select (SEL) option lets you make a distribution list current. You can access this option from the Distribution List Management menu.

To select a distribution list:

- 1 Enter SEL.
- 2 Enter the name of the distribution list you want to select.
Press Gold L or Gold S to display the names of your distribution lists.

To work with a particular distribution list (for example, to edit, print, or delete it), you must first bring it into the Current Item Block.

Creating a Distribution List

The Create (C) option lets you create a distribution list. You can access this option from the Distribution List Management menu.

To create a distribution list:

- 1 Enter C.
- 2 Enter the name of the distribution list.
Remember to end the name with a colon (:) or begin it with an at (@).
- 3 Enter the name of each person to be included in the list.

Distribution List Management

You can enter mail addresses, names of other distribution lists, and nicknames. You enter names in the same way as you enter mail addresses when addressing a message.

You can edit the list while creating it. You can also include comments about the people in the list. Precede the comment with an exclamation point (!). For example:

Mail Address:

!Departmental Manager RICHARDS !Sales Admin ZABANSKI

The colon or at sign in a distribution list name are not interchangeable. For example, you cannot send a message to a distribution list called MANAGERS: by specifying @MANAGERS.

Editing a Distribution List

The Edit (E) option lets you change the names in the current distribution list. Use the Select option to bring a distribution list into the Current Item Block. You can access this option from the Distribution List Management menu.

To edit a distribution list:

- 1 Enter E.
- 2 Add, change, or delete any names in the list.

ALL-IN-1 makes the changes you require to the distribution list, and returns you to the Distribution List Management menu.

NOTE: *You cannot cancel your edits by pressing EXIT SCREEN. You must edit the distribution list again to restore the original names.*

Deleting a Distribution List

The Delete (D) option lets you remove the current distribution list from its folder and put it in the Wastebasket. Use the Select option to bring a distribution list into the Current Item Block. You can access this option from the Distribution List Management menu.

To delete a distribution list:

- 1 Enter D.
- 2 Enter Y (yes) at the confirmation prompt to delete the distribution list, or enter N (no) to keep it.

You can retrieve the deleted distribution list by selecting it from the Wastebasket and filing it back into the folder DISTRIBUTION LISTS. Select the distribution list and refile it from the File Cabinet menu. Note that you must do this before the Wastebasket is emptied.

Printing a Distribution List

The Print (P) option lets you print the contents of the current distribution list on paper. Use the Select option to bring a distribution list into the Current Item Block. You can access this option from the Distribution List Management menu.

To print a distribution list:

- 1 Enter P.
- 2 Enter the printing information.

Refer to the Printing Documents and Messages chapter in this book for details about printing.

Reading a Distribution List

The Read (R) option lets you display the contents of the current distribution list. Use the Select option to bring a distribution list into the Current Item Block. You can access this option from the Distribution List Management menu.

To display a distribution list:

- Enter R.

When you have read the distribution list, ALL-IN-1 returns you to the Distribution List Management menu.

Displaying an Index of Distribution Lists

The Index (I) option lets you display a list of all your distribution lists. You can access this option from the Distribution List Management menu.

To display a list of all your distribution lists:

- 1 Enter I.
If there is only one distribution list, ALL-IN-1 selects it. If there are more than one, ALL-IN-1 displays a list of them.
- 2 Enter the line number of the distribution list you want to select.

Copying a Distribution List

The Copy (CO) option lets you copy the names in the current distribution list into another list. Use the Select option to bring a distribution list into the Current Item Block. You can access this option from the Distribution List Management menu.

To copy a distribution list:

- 1 Enter CO.
- 2 Enter the name of the new list to contain the copied names.

ALL-IN-1 copies the distribution list, and returns you to the Distribution List Management menu.

Hint:

- This option is useful if you want to create a distribution list that incorporates an existing list. For example, you may have a list called SECRETARIES:, and want to create a different list called MANAGERS AND SECRETARIES:. Instead of typing all the secretaries' names again, copy the existing list (SECRETARIES:) into the new list (MANAGERS AND SECRETARIES:), then edit the new list to include the managers' names.

Desk Management

The Desk Management Subsystem lets you access the Calculations Subsystem, the Time Management Subsystem, and the Directories Subsystem.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using the Desk Management Subsystem

The Desk Management (DM) option is available from the Main Menu, where it appears as an option, and from any subsystem menu.

To access the Desk Management Subsystem:

Enter DM.

ALL-IN-1 displays the Desk Management menu. Each option on the menu represents a subsystem with its own menus and options. These options are also available from any subsystem menu and from the Main Menu. Table 8-1 lists the options available from this menu. Review this table to become familiar with these options.

If you use a hard-copy terminal, or operate ALL-IN-1 in Hard Copy Mode, ALL-IN-1 does not display menus or forms on the terminal; instead, ALL-IN-1 displays prompts. Refer to the Hard Copy Mode chapter in this book for information on using ALL-IN-1 in Hard Copy Mode.

Hint:

- For more information on the applications available from the Desk Management menu, read the appropriate chapters in this book.

Table 8-1 Desk Management Menu Options

Use		To
CA	Calculations	Access the Calculations Subsystem. When you select this option, ALL-IN-1 displays the Calculations menu from which you can access: ● Desk Calculator (DC) ● Training (TR)

(continued)

Table 8-1 Desk Management Menu Options (Cont.)

Use		To
TM	Time Management	Access the Time Management Subsystem. This subsystem lets you maintain your own calendar; arrange meetings, schedule appointments, keep a list of personal reminders (tickler items), action items, and things to do. When you select this option, ALL-IN-1 displays the Time Management menu from which you can access: ● Meetings (ME) ● Appointments (AP) ● Reminders (RE) ● Action Items (AI) ● To-Do List (TD) ● Calendar Access Management (CAM)
DIR	Directories	Access the Directories Subsystem. This subsystem lets you maintain telephone directories, a list of nicknames, and distribution lists. When you select this option, ALL-IN-1 displays the Directories menu from which you can access: ● Corporate Phone Directory (COR) ● Personal Phone Directory (PER) ● ALL-IN-1 Users Phone Directory (ALL) ● Nicknames (NI) ● Distribution Lists (DL) ● Training (TR)
TR	Training	Access the Computer Based Instruction (CBI) training course.

Calculations

The Calculations Subsystem contains the ALL-IN-1 Desk Calculator. You can add your own mathematics-based applications to this subsystem or have your ALL-IN-1 system manager add them for you.

Examples of types of calculations you can create using ALL-IN-1 are:

- Metric conversions
- Mileage calculations
- Cost analysis
- Accounting tabulations

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.

- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using the Calculations Subsystem

The Calculations (CA) option lets you access the Calculations Subsystem. The Calculations option is available from the Desk Management menu and from the Information Management menu, where it appears as an option, from the Main Menu, and from any subsystem menu.

To access the Calculations Subsystem:

Enter CA.

ALL-IN-1 displays the Calculations menu. The Desk Calculator (DC) option on the Calculations menu lets you access the Desk Calculator.

If you use a hard-copy terminal, or operate ALL-IN-1 in Hard Copy Mode, ALL-IN-1 does not display menus or forms on the terminal; instead, ALL-IN-1 displays prompts. Refer to the Hard Copy Mode chapter in this book for information on using ALL-IN-1 in Hard Copy Mode.

Hint:

- The Desk Calculator is also available from the Interrupt Menu and from the Editor Menu. While you are editing a document you can insert the results of your calculations into your document.

The Desk Calculator

The Desk Calculator (DC) option places you in the ALL-IN-1 Desk Calculator. The Desk Calculator option is available from the Calculations menu, the Interrupt Menu, and the Editor Menu, where it appears as an option, and from any subsystem menu.

If you select the Desk Calculator option from the Interrupt Menu while editing a document, ALL-IN-1 places the contents of the Display Register in your editor's primary buffer.

To access the Desk Calculator:

Enter DC.

ALL-IN-1 displays the Desk Calculator form. This form contains four areas: the Calculator Functions list, the Formula Functions list, the Display/Memory Registers, and the keypad layout (see Figure 9-1).

Desk Calculator

C Clear
E Clear entry
***** Multiply
/ Divide
[^] Exponentiation
R Square Root
F Evaluate Formula
A Absolute Value
N Nearest Integer
P Set Decimal Places

Memory

A
B
C

Display

GOLD H Help **GOLD Q** Leave Desk Calculator

Formula Functions: LOG ABS DEG FAC MOD
 LOGE INT RAD SQRT

Trigonometric: SIN COS TAN
 (in radians) ASIN ACOS ATAN

7	8	9	-
4	5	6	+
1	2	3	=
0	.		

Figure 9-1 Desk Calculator Form

The Calculator Functions area lists the special calculation functions located on the main keyboard. Each function is represented by a letter (like C for Clear) or an arithmetic symbol (like * for multiply).

The Formula Functions area lists the trigonometric functions available for the Desk Calculator.

The Display/Memory Registers area contains the Display Register, X, and three Memory Registers: A, B, and C. As you enter the numbers, they appear in the Display Register. The results also appear in the Display Register. You can store numbers or results of previous computations in any of the three Memory Registers for another computation. Refer to the section on Memory Registers in this chapter for more information on using and creating Memory Registers.

The Keypad Layout area displays the definitions for the keypad keys. You can enter numbers using the keypad or the main keyboard keys. In addition, the keypad layout area includes four keys (–, +, =, and .) that perform arithmetic computations.

Refer to the *ALL-IN-1 Quick Lookup* for the main keyboard and keypad definitions in effect when you use the Desk Calculator.

The Desk Calculator Modes

The Desk Calculator operates in two modes: Calculator and Formula. Use Calculator Mode for simple arithmetic computations. Use Formula Mode for complicated formulas that combine trigonometric and arithmetic functions. Some of the keyboard definitions in Formula Mode are different from those in Calculator Mode. See the section on Rules for Entering and Editing Formulas in this chapter for more information.

Whenever the result of a computation is larger than the Display Register, the Desk Calculator uses scientific notation to represent that number. This is also called floating-point notation. For example, 30 raised to the 11th power (30 multiplied by itself 11 times) appears as [0.17714700000000E+0017], if you have set the decimal places to floating-point (f).

Hints:

- A plus sign (+) indicates a positive exponent; a minus sign (–) indicates a negative exponent; and E represents the exponent symbol (^).
- The number of zeros that display after the decimal point depends on the number of decimal places set.

Using the Number Keys

The numbers on the keypad area represent the figures you can use with the calculator. The numbers in the top row of the main keyboard perform the same function. Use the keys that are most convenient for you. For a discussion of the arithmetic keys $+$, $-$, $.$, $=$, refer to the section on Keys that Perform Arithmetic Computations in this chapter.

The main keyboard keys perform functions that operate the Desk Calculator and affect the display in register X. These keys are discussed in the next section.

Operating the Calculator

The functions that let you operate the calculator are Clear (C), Clear Entry (E), Set Decimal Places (P), Help (Gold H), and Leave Desk Calculator (Gold Q). With the exception of Help, they are very similar to the keys on a standard electronic calculator. To use a command, enter the letter or symbol for that key on the form.

NOTE: *You do not need to press RETURN after pressing a calculator key.*

Getting Help. Press Gold H to get a brief description of the calculator functions, the main keyboard, and the keypad definitions.

Canceling an Operation. The Clear (C) function clears the calculator entries and cancels the current operation. It does not clear the Memory Registers.

To clear the calculator:

Press C.

ALL-IN-1 erases the numbers in the Display Register. Use this function to clear the calculator and start another calculation.

Clearing the Last Entry. The Clear Entry (E) function clears only the last or current calculator entry you made. The register contents remain unchanged. Use Clear Entry when you make a mistake in the current entry but want to keep the figures and formulas computed up to that point.

To clear an entry from the calculator:

Press E.

ALL-IN-1 erases the last entry you made into the calculator but saves all figures and formulas you calculated prior to using the Clear Entry function.

Setting the Decimal Places. The Set Decimal Places (P) function lets you change the number of decimal places that appear in the Display Register.

To set the number of decimal places to display:

- 1 Press P.
- 2 Enter a number from 0 to 9 or an F for floating point.

ALL-IN-1 stores the entry you make and displays all numbers in the Display Register with the number of decimal places you specify.

Hints:

- The maximum number of digits that can appear after a decimal point is 9.
- The Desk Calculator rounds off all answers to the number of decimal places you have specified.
- Use floating-point (scientific) notation to display numbers that go beyond the size of the Display Register.

NOTE: Any letter other than *F* will set the decimal point to zero places.

Leaving the Desk Calculator. The Leave Desk Calculator (Gold Q) function lets you terminate the session and exit the Desk Calculator. The contents of the Display Register and Memory Registers are stored until the next time you use the Desk Calculator, even if you leave ALL-IN-1.

To leave the calculator:

Press Gold Q.

ALL-IN-1 stores the contents of the Display Register and Memory Registers until the next time you use the Desk Calculator and returns you to the menu from which you entered the Desk Calculator option.

Keys that Perform Simple Arithmetic Calculations

Use the keys listed in Table 9-1 to perform simple calculations. You can find these keys on both the keypad and the main keyboard.

Table 9-1 Keys for Arithmetic Calculations

Key	Meaning
+	Add
−	Subtract
*	Multiply
/	Divide
=	Total of figures
^	Exponent
A	Absolute Value of display
N	Nearest Integer of display
R	Square Root of display

The following sections briefly explain how to use these keys to perform computations.

Totaling Figures. The TOTAL (=) key lets you evaluate computations or formulas. Pressing TOTAL indicates to the calculator that you have entered the last number you want included in the computation. You can find this key on the main keyboard and on the keypad.

To total (evaluate) figures:

- 1 Enter the figures you want to evaluate, pressing the appropriate key after each figure.
- 2 Press TOTAL.

ALL-IN-1 computes the answer. If you are adding, subtracting, multiplying, dividing, or performing exponentiation, you must press the appropriate key after entering each number.

Hints:

- Totaling a figure terminates any further work with that figure unless you store it in one of the Memory Registers, A, B, or C. Your next computation clears the Display Register for new figures.
- When you exit from the Desk Calculator, ALL-IN-1 saves the contents of the Display Register and Memory Registers. The next time you use the Desk Calculator, ALL-IN-1 displays the stored figures in the appropriate areas.

Adding Numbers. The ADD (+) key lets you combine figures or parts of an algebraic expression. You can find this key on the main keyboard and the keypad.

To add numbers:

- 1 Enter the first number.
- 2 Press ADD.
- 3 Enter the next number to be added.
- 4 Press TOTAL.

ALL-IN-1 displays the sum of the two numbers in the Display Register. To add more numbers, simply press ADD at the beginning of each entry. When you have entered your last figure, press TOTAL.

Subtracting Numbers. The SUBTRACT (−) key lets you deduct one figure or formula from another. You can find this key on the main keyboard and the keypad.

To subtract numbers:

- 1 Enter the number you want to subtract from (minuend).
- 2 Press SUBTRACT.
- 3 Enter the number you want to subtract (subtrahend).
- 4 Press TOTAL.

ALL-IN-1 displays the difference in the Display Register. To subtract more than two numbers, simply press SUBTRACT at the beginning of each new entry. When you have entered the last figure you want to subtract, press TOTAL to get the answer.

If you press TOTAL and then want to subtract a number from the figure in the Display Register, you must do the following:

- 1 Press ADD.
- 2 Press SUBTRACT.
- 3 Enter the number you want to subtract.
- 4 Press TOTAL.

ALL-IN-1 displays the answer in the Display Register.

Multiplying Numbers. The MULTIPLY (*) key lets you multiply two or more numbers. You can find this key on the main keyboard.

To multiply numbers:

- 1 Enter the number you want to multiply (multiplicand).
- 2 Press MULTIPLY.
- 3 Enter the number you want to multiply by (multiplier).
- 4 Press TOTAL.

ALL-IN-1 displays the product in the Display Register. To multiply many numbers, simply press MULTIPLY at the beginning of each new entry. When you have entered the last figure to multiply, press TOTAL to get the answer.

NOTE: *Multiplying by zero results in an answer of zero.*

Dividing Numbers. The DIVIDE (/) key lets you divide figures. You can find this key on the main keyboard.

To divide numbers:

- 1 Enter the number you want to divide (dividend).
- 2 Press DIVIDE.

- 3 Enter the number you want to divide by (divisor).
- 4 Press TOTAL.

ALL-IN-1 displays the quotient in the Display Register. To divide many numbers, simply press DIVIDE at the beginning of each new entry. When you have entered the last figure to divide, press TOTAL to get the answer.

NOTE: *Dividing by 0 results in an error message.*

Raising Numbers to a Power (Exponentiation). The EXPONENT ($\wedge$) key lets you multiply a number by itself a given number of times. You can find this key on the main keyboard.

To multiply a number by itself:

- 1 Enter the base number.
- 2 Press EXPONENT.
- 3 Enter the exponent.
- 4 Press TOTAL.

ALL-IN-1 displays the result of the calculation in the Display Register. The base number is the number you want to multiply by itself. The exponent is the number of times you want to multiply the number by itself, or the power to which you want to raise the number.

Exponents let you to display figures in a more compact manner. You can represent a figure or value as a number raised *to the power* of the exponent. For example, 2^5 is the same as 32. Two is the base number and five is the exponent. This means that 2 is multiplied by itself 5 times, ($2*2*2*2*2 = 32$).

Hint:

- You can enter a negative exponent but not a negative base number.

Determining the Absolute Value of a Number. The ABSOLUTE VALUE (A) key lets you compute the absolute value for any positive or negative number. The absolute value of a number is its numerical value regardless of its sign. For example, the absolute value of -6 is 6, and the absolute value of $+7$ is 7.

To determine the absolute value of a number:

- 1 Enter the number you want to evaluate.
- 2 Press A.

ALL-IN-1 displays the absolute value of the number in the Display Register.

Rounding Off to the Nearest Integer of a Number. The NEAREST INTEGER (N) key lets you round off the number in the Display Register to the nearest whole number. For example, 5.7 is rounded to 6 and -3.1 is rounded to -3 .

To determine the nearest integer of a number:

- 1 Enter the number.
- 2 Press N.

ALL-IN-1 displays the results in the Display Register.

When rounding, any figure after the decimal point that is 5 or higher causes the figure to its left to increment by one. This can have two possible consequences:

- If this makes the first figure after the decimal place 5 or higher, the number is rounded to the next highest whole number. For example:
323.45 is rounded to 324.00
- If this makes the first figure after the decimal place 4 or lower, the number is rounded to the next lowest whole number. For example:
323.44 is rounded to 323.00

Determining the Square Root of a Number. The SQUARE ROOT (R) key lets you determine the square root of a number. A number's square root is the number which, when multiplied by itself, equals the other number. For example, 2 is the square root of 4 because $2 * 2$ is equal to 4.

To determine the square root of a number:

- 1 Enter the number.
- 2 Press R.

ALL-IN-1 displays the result in the Display Register.

Hint:

- If you request the square root of a negative number, ALL-IN-1 displays an error message.

Evaluating Formulas. The Evaluate Formula (F) function lets you evaluate any valid algebraic expression using Formula Mode. ALL-IN-1 evaluates the formula to ensure it is a valid algebraic expression and then solves the expression.

To evaluate a formula:

- 1 Enter F.
- 2 Enter the formula.

ALL-IN-1 prompts you to enter the formula. Enter the formula and press RETURN or TAB to evaluate it. If you press TAB, ALL-IN-1 evaluates the expression, displays the result in the Display Register, and returns you to the beginning of the formula. You can change the formula or enter a different formula. If you press RETURN, ALL-IN-1 terminates the formula, evaluates the expression, displays the result in the Display Register, and returns you to Calculator Mode. Refer to the sections on entering and editing formulas in this chapter for further information.

Rules for Entering and Editing Formulas

Formulas combine numbers, mathematical symbols, and trigonometric functions to represent an expression. Although you create a formula while in Formula Mode, you must press TAB or RETURN to evaluate it.

Table 9-2 shows the algebraic symbols that are valid for the Desk Calculator and Table 9-3 shows the trigonometric functions that are valid for the Desk Calculator.

CAUTION: *In Formula Mode, keypad keys are not available. Use only the main keyboard for numeric and special keys.*

Table 9-2 Valid Algebraic Symbols

Symbol	Meaning
*	Multiplication
/	Division
+	Addition
—	Subtraction
=	Equals
.	Decimal point
^	Exponentiation

Table 9-3 Valid Trigonometric Functions

Function	Meaning
ABS	Absolute Value
ACOS	ARC cosine
ASIN	ARC sine
ATAN	ARC tangent
COS	Cosine
DEG	Radians to degrees
FAC	Factorial
INT	Nearest Integer
LOG	Common Logarithm
LOGE	Natural Log
MOD	Module Division

(continued)

Table 9-3 Valid Trigonometric Functions (Cont.)

Function	Meaning
RAD	Degrees to radians
SQRT	Square Root
SIN	Sine
TAN	Tangent

The following rules apply when you enter and edit formulas using the ALL-IN-1 Desk Calculator.

NOTE: *It is beyond the scope of this document to include the standard conventions for creating algebraic expressions. For this type of information see a standard mathematics text book.*

Entering a Formula. You must be in Formula Mode to enter an algebraic or trigonometric expression.

To enter a formula:

- 1 Enter F.
- 2 Enter the algebraic and trigonometric functions.
- 3 Press TAB at the end of the formula to evaluate the formula and remain in Formula Mode.

OR

Press RETURN to evaluate the formula and return to Calculator Mode.

ALL-IN-1 places the Desk Calculator in Formula Mode and prompts you to enter the formula. If you press TAB, ALL-IN-1 evaluates your formula, displays the results in the Display Register, and returns you to the beginning of the formula. You can now edit the formula or enter a new formula. If you press RETURN, ALL-IN-1 evaluates your formula, displays the results in the Display Register, and returns you to Calculator Mode.

Hints:

- You can leave Formula Mode and return to Calculator Mode at any time by pressing RETURN.
- Since ALL-IN-1 evaluates formulas before solving them, check your formulas carefully before pressing TAB or RETURN.

Editing a Formula. You can use the following keys to edit your formula:

- Use the Left Arrow and Right Arrow keys to move the cursor to the part of the formula you want to change. When you have positioned the cursor, type your corrections over the existing information.
- Use the DELETE key to erase the formula if you are at the end of a formula. If you are in the middle of an expression, DELETE will backspace one character at a time.
- Press the space bar to create a blank space or to overwrite an error in the middle of a formula. Since blank spaces are ignored, you need not close the gap if you do not insert another number or symbol.
- To insert characters into the middle of a formula, press INSERT. Press OVERSTRIKE when you finish.

You must have enough room left in the field to move the formula over one space for each character you insert.

- Use the DELETE FIELD key to erase the formula no matter where you are located in the formula.

Hints:

- You can leave Formula Mode and return to Calculator Mode at any time by pressing RETURN.
- Since formulas are evaluated before being solved, check your formulas carefully before pressing TAB or RETURN.

Memory Registers

You can use the three Memory Registers A, B, and C to store the results of calculations by using them as variables in equations. You can also create your own Memory Registers.

Using the Memory Registers. The three Memory Registers on the Desk Calculator form let you store the results of computations from one ALL-IN-1 session to another.

To use a memory register:

- 1 Enter F.
- 2 Enter the equation specifying one of the Memory Registers as the variable to which the equation is equal.

ALL-IN-1 places the Desk Calculator in Formula Mode. Enter the equation you want ALL-IN-1 to evaluate, specifying the Memory Register you want to store the results in as the variable to which the equation is equal. When you press RETURN, ALL-IN-1 evaluates the formula (equation), displays the result in the Display Register, and stores the result in the specified Memory Register. For example, to store the result of an equation in Memory Register A, enter $A = 34 * 56 + 838$ and press RETURN.

To store the contents of the Display Register in a Memory Register, set the desired Memory Register equal to X. For example, to store the contents of the Display Register in Memory Register B, enter $B = X$ and press RETURN.

Hint:

- To clear a Memory Register, set the desired Memory Register equal to zero. For example, to clear Memory Register C, enter $C = 0$ and press RETURN.

Creating Memory Registers. You can create your own Memory Registers by using local or permanent symbols. Prefix local symbols with # and permanent symbols with \$.

To create a Local Symbol Memory Register:

- 1 Enter F.
- 2 Enter the formula using a local symbol as the variable the equation is equal to.

ALL-IN-1 places the Desk Calculator in Formula Mode and prompts you to enter the formula. Enter the formula, specifying a local symbol as the variable the formula is equal to. When you press RETURN, ALL-IN-1

evaluates the formula, displays the result in the Display Register, stores the result in the Local Symbol Memory Register, and returns you to Calculator Mode. For example, enter F, then enter $\#S = 2 * (3 + 3)$ and press RETURN.

ALL-IN-1 stores the contents of Local Symbol Memory Registers from one Desk Calculator session to another, but not from one ALL-IN-1 session to another.

To create a Permanent Symbol Memory Register:

- 1 Enter F.
- 2 Enter the formula using a permanent symbol as the variable the equation is equal to.

ALL-IN-1 places the Desk Calculator in Formula Mode and prompts you to enter the formula. Enter the formula specifying a permanent symbol as the variable the formula is equal to. When you press RETURN, ALL-IN-1 evaluates the formula, displays the result in the Display Register, stores the result in the Permanent Symbol Memory Register, and returns you to Calculator Mode. For example, enter F, then enter $\$S = 2 * (3 + 3)$ and press RETURN.

ALL-IN-1 stores the contents of Permanent Symbol Memory Registers from one Desk Calculator session to another, even if you leave ALL-IN-1.

Hint:

- To clear a Local Symbol or Permanent Symbol Memory Register, set the desired register equal to zero. For example, to clear Memory Register $\#R$, enter $\#R = 0$.

Time Management

The Time Management Subsystem lets you maintain a personal calendar by the day, week, or month. The calendar consists of activities that you schedule as needed. The activities are:

- Meetings — Activities scheduled for completion by a specific date and time that involve two or more people.
- Appointments — Activities scheduled for completion by a specific date and time that only affect you.
- Reminders — Activities scheduled for a specific date. You do not need to close a Reminder when the event or task has passed.
- Action Items — Activities scheduled for completion by a specific date. You must close these activities when you have completed the task.
- To-Do List — Activities scheduled for completion in any order and on any day. Entries on your To-Do List do not require closing.

If you use a hard-copy terminal, or operate ALL-IN-1 in Hard Copy Mode, ALL-IN-1 does not display menus or forms on the terminal; instead, ALL-IN-1 displays prompts. Refer to the Hard Copy Mode chapter in this book for information on using ALL-IN-1 in Hard Copy Mode.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Hints:

- Your calendar day spans 24 hours, from 12.00am to 11.59pm.
- You can schedule activities in any increment of minutes.
- Your User Profile contains the definition for your work day (standard working hours, the meal hour, and what days of the week you work).

This information is set by your system manager. However, you can change these settings through your User Profile. Refer to the User Setup chapter in this book for instructions.

Using the Time Management Subsystem

The Time Management (TM) option is available from the Main Menu, the Desk Management menu, the Editor Menu, and the Interrupt Menu, where it appears as an option, and from any subsystem menu. The options available from the Time Management menu let you create and maintain your personal calendar and Calendar Access List.

To access the Time Management Subsystem:

Enter TM.

ALL-IN-1 displays the Time Management menu. Table 10-1 lists the options available from the Time Management menu. Review this table to become familiar with the features of this subsystem.

Table 10-1 Time Management Menu Options

Use		To
ME	Meetings	Access the Meetings Subsystem.
AP	Appointments	Access the Appointments Subsystem.
RE	Reminders	Access the Reminders Subsystem.
AI	Action Items	Access the Action Items Subsystem.
TD	To-do List	Access the To-Do List Subsystem.
CAM	Calendar Access Management	Change the access to your calendar.

The Meetings, Appointments, Reminders, Action Items, and To-Do List Subsystems are described in separate chapters in this book.

Using the Calendar Access Management Subsystem

The Calendar Access Management (CAM) option lets you work with your Calendar Access List. This list contains the names of the users who can read your calendar and/or schedule activities on your calendar. This option also lets you display a list of other users whose calendars you can read or on which you may schedule activities. The Calendar Access Management option is available from the Time Management menu and from the User Setup Parameters menu, where it appears as an option, and from the Meetings, Appointments, Reminders, Action Items, and To-Do List menus.

This option is also available from the Advanced Calendar display of the Meetings, Appointments, Reminders, Action Items, and To-Do List Subsystems.

To access the Calendar Access Management Subsystem:

Enter CAM.

ALL-IN-1 displays the Calendar Access Management menu. Table 10-2 lists the options available from this menu. Review this table to become familiar with these options.

Table 10-2 Calendar Access Management Menu Options

Use		To
A	Add a user to your calendar access list	Give a user access to your calendar.
E	Edit a user's access to your calendar	Change a user's access to your calendar.
D	Delete a user's access to your calendar	Deny a user access to your calendar.
LU	List users with access to your calendar	Display the names of users who have access to your calendar.
LC	List calendars to which you have access	Display the names of users whose calendars you can access.

Adding a User to Your Calendar Access List

The Add a User to Your Calendar Access List (A) option lets you give another user access to your calendar. A user on your Calendar Access List can read and/or schedule activities on your calendar. The Add a User to Your Calendar Access List option is available from the Calendar Access Management menu, where it appears as an option.

To add a user to your Calendar Access List:

1 Enter A

- 2 Enter the ALL-IN-1 user name of the person to whom you want to give access to your calendar.
- 3 Enter the type of access you want to give to that user.

ALL-IN-1 displays the Calendar Access File Entry Form on your terminal. If you are not certain what the person's ALL-IN-1 user name is, you may use either Gold L or Gold S to display a list of the ALL-IN-1 users on your system. When you press RETURN after entering the user name, ALL-IN-1 checks to be sure that person is an ALL-IN-1 user. If that person is not an ALL-IN-1 user, you may enter another name or press EXIT SCREEN to return to the Calendar Access Management menu. If that person is an ALL-IN-1 user, ALL-IN-1 instructs you to enter the information for the new record.

After you enter the type of access you want that person to have, press RETURN. ALL-IN-1 then instructs you to press RETURN if the information is correct or EXIT SCREEN if the information is not correct. If you press RETURN, ALL-IN-1 enters the information in your Calendar Access List and returns you to the Calendar Access Management menu. If you press EXIT SCREEN, ALL-IN-1 returns you to the first Access Given field. Make the necessary corrections and press RETURN. When you press RETURN again, ALL-IN-1 enters the information in your Calendar Access List and returns you to the Calendar Access Management menu.

Editing Your Calendar Access List

The Edit a User's Access to Your Calendar (E) option lets you change a user's ability to read and/or schedule activities on your calendar. The Edit a User's Access to Your Calendar option is available from the Calendar Access Management menu, where it appears as an option.

To edit your Calendar Access List:

- 1 Enter E.
- 2 Enter the ALL-IN-1 user name of the person whose access you want to change.
- 3 Change the person's access to your calendar.

ALL-IN-1 displays the Calendar Access Entry Form. If you are not certain what the person's ALL-IN-1 user name is, you may use either Gold L or Gold S to display a list of the ALL-IN-1 users on your system. When you press RETURN after entering the person's name, ALL-IN-1 checks to be sure that person is an ALL-IN-1 user. If that person is not an ALL-IN-1 user, you may enter another name or press EXIT SCREEN to return to the Calendar Access Management menu. If that person is an ALL-IN-1 user, ALL-IN-1 instructs you to change the information in the existing record.

After you make the changes to that person's access, press RETURN. ALL-IN-1 instructs you to press RETURN if the information is correct or EXIT SCREEN if the information is not correct. If you press RETURN, ALL-IN-1 changes the information in your Calendar Access List and returns you to the Calendar Access Management menu. If you press EXIT SCREEN, ALL-IN-1 returns you to the first Access Given field and instructs you to change the information. Press RETURN after making the necessary corrections. Press RETURN again to change the information in your Calendar Access List and return to the Calendar Access Management menu.

Deleting a User from Your Calendar Access List

The Delete a User's Access to Your Calendar (D) option lets you remove a person from your Calendar Access List. This person can no longer read or schedule activities on your calendar. The Delete a User's Access to Your Calendar option is available from the Calendar Access Management menu, where it appears as an option.

To remove a user from your Calendar Access List:

- 1 Enter D.
- 2 Enter the ALL-IN-1 user name of the person you wish to remove from your Calendar Access List.
- 3 Press RETURN to remove the user from your Calendar Access List.

OR

Press EXIT SCREEN to cancel the delete operation.

ALL-IN-1 displays the Calendar Access Entry Form. If you are not sure of a person's ALL-IN-1 user name, you may use either Gold L or Gold S to display a list of valid ALL-IN-1 users. When you press RETURN after

entering the person's name, ALL-IN-1 instructs you to press RETURN to delete this user from your Calendar Access File. When you press RETURN to delete the user, ALL-IN-1 removes the specified user from your Calendar Access List and returns you to the Calendar Access Management menu.

If you do not want to delete this user, press EXIT SCREEN; ALL-IN-1 returns you to the Calendar Access Management menu and does not remove the user from your Calendar Access File.

Listing Users with Access to Your Calendar

The List Users with Access to Your Calendar (LU) option lets you display a list of users who may read and/or schedule activities on your calendar. The list includes the user's name and whether that user can read or schedule activities on your calendar. The List Users with Access to Your Calendar option is available from the Calendar Access Management menu, where it appears as an option.

To display your Calendar Access List:

Enter LU.

ALL-IN-1 displays the List of Users with Access to Your Calendar form, which contains your Calendar Access List. When you press RETURN, ALL-IN-1 returns you to the Calendar Access Management menu.

List Calendars to Which You Have Access

The List Calendars to Which You Have Access (LC) option lets you display a list of other users who have given you access to their calendar. The list includes the user's name and whether you can read or schedule activities on that user's calendar. The List Calendars to Which You Have Access option is available from the Calendar Access Management menu, where it appears as an option.

To list the calendars to which you have access:

Enter LC.

ALL-IN-1 displays the List of Calendars to Which You Have Access form. This form contains the names of those users who have given you access to their calendars, and what type of access each user has given you. When you press RETURN, ALL-IN-1 returns you to the Calendar Access Management menu.

Meetings

The Meetings Subsystem, which is part of the Time Management Subsystem, lets you schedule, reschedule, and cancel meetings on your personal calendar. It also lets you display a list of meetings for a selected date.

If you use a hard-copy terminal, or operate ALL-IN-1 in Hard Copy Mode, ALL-IN-1 does not display menus or forms on the terminal; instead, ALL-IN-1 displays prompts. Refer to the Hard Copy Mode chapter in this book for information on using ALL-IN-1 in Hard Copy Mode.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.

- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Hints:

- Your calendar day spans 24 hours, from 12.00am to 11.59pm.
- You can schedule activities in any increment of minutes.
- Your User Profile contains the definition for your work day (standard working hours, the meal hour, and what days of the week you work).

Your ALL-IN-1 system manager sets this information; however, you can change these settings through your User Profile. See the User Setup chapter in this book for instructions.

Using the Meetings Subsystem

The Meetings (ME) option is available from the Time Management menu and from the Additional Options menu of the Appointments, Reminders, Action Items, and To-Do List Subsystems, where it appears as an option. It is also available from the Appointments, Reminders, Action Items, and To-Do List menus, and from the Print Options menu.

To access the Meetings Subsystem:

Enter ME.

ALL-IN-1 displays the Meetings menu. Table 11-1 lists the options available from this menu. Review this table to become familiar with the features of this subsystem. Pressing EXIT SCREEN returns you to the menu from which you entered the Meetings option.

Table 11-1 Meetings Menu Options

Use		To
SEL	Select	Choose the meeting to make current.
C	Create	Schedule a meeting.
E	Edit	Reschedule a meeting.
D	Delete	Cancel a meeting that you have scheduled.
P	Print	Display the Print Options menu.
R	Read	Display the current meeting.
DE	Display Events	Display the Display Events menu.
AM	Answer Meeting Request	Respond to a request to attend a meeting.
SO	Set Owner	Change the owner of the calendar.
AC	Advanced Calendar	Access the Advanced Calendar form.
TR	Training	Access the Computer Based Instruction (CBI) training course.

Figure 11-1 shows the Meetings menu.

Phil Ward

Meetings

Tue 7-May-1985

SEL Select
 C Create
 E Edit
 D Delete
 P Print
 R Read
 DE Display Events
 AM Answer Meeting Request
 SO Set Owner
 AC Advanced Calendar
 TR Training

Owner: WARD
 Date : Fri 10-May-1985
 Time :

May		1985					
S	M	T	W	T	F	S	
				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

Enter selection and press RETURN

(more...)

Figure 11-1 Meetings Menu

You can set the date in the Current Meeting Block by using the Select option. When you select a date ALL-IN-1 displays it, including the day of the week, in the Date field of the Current Meeting Block and encloses it in angle brackets, < >, on the calendar display.

You can also set the date by using the Calendar keys. Table 11-2 lists the Calendar keys and their functions. Review this table to become familiar with the Calendar key functions.

Table 11-2 Calendar Keys

Use	To
BACKSPACE or Gold Left Arrow (←)	Move back one day.
TAB or Gold Right Arrow (→)	Move forward one day.
Up Arrow (↑)	Move back one week.
Down Arrow (↓)	Move forward one week.
Gold Up Arrow (⬆)	Move back one month.
Gold Down Arrow (⬇)	Move forward one month.
Gold T	Move to today's date.

Selecting a Meeting Date and Time

The Select (SEL) option lets you choose the date and time for the meeting you want to work with. ALL-IN-1 displays the selected date and time in the Current Meeting Block. The Select option is available from the Meetings menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To select a meeting:

- 1 Enter SEL.
- 2 Enter a date for the meeting.
- 3 Enter a time for the meeting.

ALL-IN-1 displays the Select Meeting form. Enter the date and time of the meeting with which you want to work. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the Select option. When you return to the Meetings menu, ALL-IN-1 displays the date and time you selected in the Current Meeting Block.

In the Date field, you can enter either a date, in the format DD-MMM-YYYY, or a date command. Table 11-3 lists some of the date commands.

Table 11-3 Date Commands

Command	Example	Meaning
± [n]D	+ 2D, - 4D	Move forward or back by “n” days.
± [n]W	+ 3W, - 2W	Move forward or back by “n” weeks.
± [n]M	+ 3M, - M	Move forward or back by “n” months.
± [n]Y	+ 1Y, - Y	Move forward or back by “n” years.
DD-MMM-YYYY	06-Jun-1984	Move to the specified date.
YESTERDAY	YESTERDAY	Move to the day before the current system date.
TODAY	TODAY	Move to the current system date.
TOMORROW	TOMORROW	Move to the day after the current system date.
EOM	EOM	Move to the end of the month.

NOTE: *Commands are always relative to the date shown in the current item block, not to the actual date.*

You can combine several commands. For example:

- TODAY + D + W

This combination sets the calendar date to a week from tomorrow.

- + D + W

This combination sets the calendar date to a week and a day after the current calendar date.

In the Time fields, the format in which the time is displayed is decided by your system manager. It can be based on the 24 hour clock, or the regular 12 hour clock. If you use the 24 hour clock, the time is displayed in this format:

hh:mm (for example, 13:00)

If you use the 12 hour clock, the format differs as follows:

9:00am indicates 9 in the morning.

6:30pm indicates half past 6 in the evening.

You can enter the time in either format, but when you press RETURN it will be displayed in the format associated with the clock set up for you.

Scheduling a Meeting

The Create (C) option lets you schedule a meeting on your personal calendar and sends mail to the attendees, notifying them of the meeting. This option is available from the Meetings menu, where it appears as an option, the Advanced Calendar display, and Additional Options menu.

If you schedule a meeting that has attendees in a different time zone, enter the time for your time zone. The attendees can convert the time to correspond to the time zone they are in. ALL-IN-1 stores and displays the time in the scheduler's time zone.

If you enter your user name, I, or ME as an attendee, ALL-IN-1 does not include it in the Attendee List.

To schedule a meeting:

- 1 Enter C.
- 2 Enter the reason for the meeting.
- 3 Enter where the meeting will occur.
- 4 Enter a priority for the meeting, if you wish.
- 5 Enter whether or not the meeting is confidential.
- 6 Enter the date for the meeting in the format dd-mmm-yyyy.

See Table 11-3 for other ways of entering the date.

- 7 Enter the time at which the meeting is to start.
- 8 Enter the time at which the meeting is to end.
ALL-IN-1 displays the Enter Attendees form.
- 9 Enter the names of the people who will attend the meeting. You can enter a distribution list as an attendee.
- 10 Enter Y and add comments to the meeting description if you want. Press Gold F when you finish adding comments.
or:
Enter N if you do not want to add comments.

ALL-IN-1 displays the Schedule Meeting form. Enter the purpose, location, priority, confidentiality, date, and starting and ending times for the meeting.

If you schedule a morning meeting, you need enter only the time into the Time fields. For example, if you want to schedule a meeting to start at 10 A.M., enter the time as 10:00, 10, or 10a. If you schedule an afternoon meeting, you must either enter a *p* after the time in the Time fields, or enter the time as an increment of a 24 hour day. For example, if you schedule a meeting for 2 P.M., enter the time in the Start Time field as 2:00p, 2p, or 14:00. If you want to schedule a meeting to begin or end at noon, enter the time as 12:00 or 12. If you want to schedule a meeting to begin at midnight, enter the time as 12:00a; if you want to schedule a meeting to end at midnight, enter the time as 23:59 or 11:59p.

ALL-IN-1 checks the time you enter in the Start Time field to ensure the meeting is starting at some time in the future. You cannot schedule a meeting to start at a time that has already passed.

ALL-IN-1 checks the time you enter in the End Time field to ensure it falls after the starting time. If it does not, ALL-IN-1 asks you to reenter a time into the End Time field.

When you press RETURN, ALL-IN-1 displays the Enter Attendees form. Remember to press Down Arrow after entering a name if you want to enter more names. ALL-IN-1 checks each name you entered against a list of valid ALL-IN-1 users. If an attendee is not an ALL-IN-1 user, ALL-IN-1 asks if you would like to send a paper mail copy to that person. If you respond Y (yes), ALL-IN-1 places PAPER MAIL in parenthesis following the attendee's name and returns you to the Enter Attendees form. If you respond N (no),

ALL-IN-1 returns you to that name on the Enter Attendees form. Delete the name and enter another. Press RETURN when you finish entering the names of all the attendees.

You can enter a distribution list as an attendee. When you press Down Arrow, ALL-IN-1 displays the names from the distribution list on the terminal. You can scroll through the list and remove a name if you do not want that person to attend the meeting. Press RETURN when you finish or Down Arrow if you want to add other names to the Attendee List.

ALL-IN-1 asks if you would like to add comments to the meeting notice. If you respond Y (yes), ALL-IN-1 places you in your default editor and displays the meeting notice on your terminal. Add whatever comments you want. When you press Gold F after adding comments, or if you respond N (no) to the add comments prompt, ALL-IN-1 schedules the meeting on your calendar, sends mail to the attendees who are ALL-IN-1 users notifying them of the scheduler, purpose, date, time, location, and priority of the meeting, sends any paper mail copies to your default printer, and returns you to the menu from which you entered the Create option.

NOTE: Do **not** change the time, date, or description of the meeting while in the editor. Information entered at this time should be confined to additional information about the meeting, such as an agenda.

Comments you add are not saved. Therefore, when you use the Read (R) option to read a meeting notice that you scheduled with comments, the comments will not appear. They appear with the meeting notice received by each scheduled attendee.

The meeting is not scheduled on the attendees' calendars until they have read the mail message notifying them of the meeting. The meeting is scheduled on the attendees' calendars even if they answer that they cannot attend. See the section on Answering a Meeting Request.

If the meeting you schedule is for the same time as another meeting or overlaps with another meeting, ALL-IN-1 informs you there is a conflict and asks if you want to schedule the meeting anyway. If you respond Y (yes), ALL-IN-1 schedules the meeting on your calendar, sends mail to the attendees who are ALL-IN-1 users notifying them of the scheduler, purpose, date, time, location, and priority of the meeting, sends any paper mail copies to your default printer, and returns you to the Meetings menu. If you respond N (no), ALL-IN-1 does not schedule the meeting but returns you to the Meetings menu.

When you return to the Meetings menu, ALL-IN-1 displays the date and time of the newly scheduled meeting in the Current Meeting Block.

NOTE: *If you have angle brackets, < >, or parentheses, (), in the Full Name field of your User Profile, you may receive an error message from ALL-IN-1 when creating a paper mail copy.*

If you specify an attendee who has mail automatically forwarded to another user, ALL-IN-1 may not forward the mail and may send you a non-delivery notice.

Hint:

- To attach a document to the meeting notice, use the File Cabinet Document option or the VMS File option on the Get Document Menu while you are in the editor.

Changing a Meeting's Schedule or Your Reply to a Meeting Request

The Edit (E) option lets you reschedule a meeting you have scheduled or change your reply to a request to attend a meeting.

Rescheduling a Meeting. The Edit (E) option lets you change the date, time, purpose, location, priority, and/or confidentiality of a meeting that you scheduled. However, this option does not let you modify the list of attendees. Refer to the Adding Attendees to a Meeting's Attendee List and Removing Attendees from a Meeting's Attendee List sections of this chapter for information on modifying the Attendee List. The Edit option is available from the Meetings menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu. Use the Select option to choose the meeting you want to reschedule.

To reschedule a meeting:

- 1 Enter E.
- 2 Make whatever changes you want.

- 3 Enter Y if you want to add comments.

Press Gold F when you finish adding comments.

OR

Enter N if you do not want to add comments.

ALL-IN-1 displays the Reschedule Meeting form. When you press RETURN after making the necessary changes, ALL-IN-1 asks if you want to add new comments. If you respond Y (yes), ALL-IN-1 places you in your default editor and displays the description of the meeting on your terminal. You can add comments to the meeting description. Do not modify the date, time, or location of the meeting while in the editor. When you press Gold F after adding information to the meeting description, or if you respond N (no) to the Add New Comments prompt, ALL-IN-1 reschedules the meeting on your calendar, sends mail to the attendees who are ALL-IN-1 users notifying them of the rescheduling, sends any paper mail copies to the system printer, and returns you to the menu from which you entered the Edit option.

When you return to the Meetings menu, ALL-IN-1 displays the date and time of the rescheduled meeting in the Current Meeting Block.

Changing Your Reply to a Meeting Request. The Edit (E) option also lets you change your reply to a request to attend a meeting. Use the Select option to choose the meeting you want to edit.

To change your reply to a meeting request:

- 1 Enter E.
- 2 Make whatever changes you want.

ALL-IN-1 displays the Reply to Meeting Requests form. You can change the information in the Can You Attend, Comment, and Travel Time fields. When you press RETURN, ALL-IN-1 asks if you want to add comments. If you respond Y (yes) and press RETURN, ALL-IN-1 places you in your default editor. You can type in longer comments or include a document. When you press Gold F, or if you respond N (no) to the comments prompt and press RETURN, ALL-IN-1 sends your changed reply to the scheduler of the meeting and returns you to the menu from which you entered the Edit option.

When you return to the Meetings menu, ALL-IN-1 displays the date and time of the meeting in the Current Meeting Block.

Canceling a Meeting

The Delete (D) option lets you cancel a meeting that you have scheduled. Use the Select option to choose the meeting you want to cancel. The Delete option is available from the Meetings menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To cancel a meeting:

- 1 Enter D.
- 2 Enter Y to cancel the meeting.

OR

Enter N to cancel the delete operation.

ALL-IN-1 asks if you want to delete the meeting. If you respond Y (yes) and press RETURN, ALL-IN-1 removes the meeting from your calendar, sends mail to the attendees who are ALL-IN-1 users notifying them of the cancellation of the meeting, sends any paper mail copies to the system printer, and returns you to the menu from which you entered the Delete option. When you return to the Meetings menu, ALL-IN-1 removes the meeting time from the Current Meeting Block. If you respond N (no) and press RETURN, ALL-IN-1 returns you to the menu from which you entered the Delete option but does not remove the meeting from your calendar.

Printing a Meeting Description

The Print (P) option lets you create a paper copy of your personal calendar. This option is available from the Meetings menu, where it appears as an option, the Advanced Calendar display, and the Additional Options and Display Events menus.

To print a copy of your calendar:

Enter P.

ALL-IN-1 displays the Print Options menu. Refer to the Time Management – Print and Display Events Options chapter in this book for information on the options available from this menu.

Reading a Meeting Description

The Read (R) option lets you display the description of a meeting that you have scheduled and see how the attendees have responded. This option may also be used to display the description of a meeting that you were invited to attend. The Read option is available from the Meetings menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu. Use the Select option to choose the meeting you want to display.

The Read option does not display any comments you made when you scheduled the meeting.

To display a meeting description:

Enter R.

ALL-IN-1 displays the Read Meeting form with the description of the meeting, including any responses from attendees. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the Read option.

Displaying All Scheduled Events

The Display Events (DE) option lets you display your calendar for a specified day, week, or month. This option is available from the Meetings menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To display your calendar:

Enter DE.

ALL-IN-1 displays the Display Events menu. Refer to the Time Management – Print and Display Events Options chapter in this book for information on the options available from this menu.

Answering a Meeting Request

The Answer Meeting Request (AM) option lets you respond to a request to attend a meeting. This option is available from the Meetings menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

If you receive a meeting notification but do not respond to it at the time you read it, it becomes a *meeting waiting*. ALL-IN-1 displays the number of meetings waiting for a response on all the Time Management Subsystem menus, as well as on the ALL-IN-1 Main Menu.

When you enter the Answer Meeting Request option, ALL-IN-1 finds the first meeting request that has not been answered and lets you answer it.

To answer a meeting request:

- 1 Enter AM.
- 2 Enter whether or not you can attend.
- 3 Enter a brief comment in the Comment field, if you want.
- 4 Enter the total amount of time needed to travel to and from the meeting.
- 5 Enter additional comments or enclose a document, if you want.

ALL-IN-1 displays the Reply to Meeting Requests form containing the scheduler, date, time, purpose, and location of the meeting. Enter whether or not you can attend the meeting; the default for this field is YES. If you want to make a brief comment about the meeting, enter it in the Comment field. Enter the total amount of time you need to travel to and return from the meeting. When you press RETURN, ALL-IN-1 asks if you want to add further comments. If you respond Y (yes) and press RETURN, ALL-IN-1 places you in your default editor. You can add further comments or enclose a document with your reply. When you press Gold F, or if you respond N (no) to the further comments prompt and press RETURN, ALL-IN-1 schedules the meeting on your calendar, mails your reply to the scheduler of the meeting, and returns you to the Meetings menu.

Whether or not you can attend the meeting, ALL-IN-1 searches your calendar for free time slots and includes a list of these in the response mailed to the scheduler of the meeting. The scheduler of the meeting can reschedule the meeting according to your free time slots.

CAUTION: *ALL-IN-1 schedules the meeting on your calendar even if you enter N (No) to attending the meeting.*

Hint:

- Use the options on the Get Document Menu to enclose a document with your reply. Refer to the Special Menus chapter in this book for information on the Get Document Menu.

Changing a Calendar's Owner

The Set Owner (SO) option lets you specify the person into whose calendar you can make entries. All subsequent entries are made into this person's calendar file, not yours. This option is available from the Meetings menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To set owner to someone else you must have the following:

- Set Owner privilege. This can be given to you only by your ALL-IN-1 system manager.
- Scheduling access to the other person's calendar. This can be given to you only by the person whose calendar you want to access.
- VMS file protection access to the other person's calendar file.

If you are missing any one of the above three items, you cannot set owner to that person.

To set owner:

- 1 Enter SO.
- 2 Enter the name of the person on whose calendar you want to schedule events.

ALL-IN-1 displays the Select Owner form. Enter the name of the person into whose calendar you want to make entries. When you press RETURN, ALL-IN-1 checks the name you entered against a list of people who have given you access to their calendars. If you do not have access to that person's calendar, ALL-IN-1 does not let you set owner to it. If you do have

access to that person's calendar, ALL-IN-1 sets owner to it, returns you to the Meetings menu, and displays that person's name in the Owner field of the Current Meeting Block.

Displaying the Advanced Calendar

The Advanced Calendar (AC) option lets you display a form that contains a calendar like the one on the Meetings menu, a listing of meetings and appointments for the current date, and a Time of Day area that shows the occupied time slots. Figure 11-2 shows an example of the Advanced Calendar display. The Advanced Calendar option is available from the Meetings menu, where it appears as an option, and the Additional Options menu.

To display the Advanced Calendar:

Enter AC.

ALL-IN-1 displays the Advanced Calendar on your terminal. You can use the Calendar keys to change the current date. Refer to Table 11-2 in this chapter for a list of the keys and their functions.

The Select, Create, Edit, Delete, Print, Read, Display Events, Answer Meeting Request, and Set Owner options, and the Additional Options menu are also available from the Advanced Calendar. Refer to the sections of this chapter on selecting, scheduling, rescheduling, canceling, printing, reading, displaying events, answering meeting requests, setting owner, and additional options for information on using these options.

Phil Ward Tue 7-May-1985

Meetings

WARD For Fri 10-May-1985

10:00am 11:30am M Schedule review
 1:00pm 3:00pm M Typesetting discussion
 3:00pm 4:00pm A Interview

	Time of Day																				
	8	9	10	11	12	1	2	3	4	5	6	7									
Fri			*****			*****		**													
Sat																					
Sun																					
Mon																					
Tue																					
Wed																					
Thu																					

May 1985

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Enter Option (SEL,C,E,D,P,R,AM,DE,SO,M) and Press Return

Figure 11-2 Example of Advanced Calendar Display

The Advanced Calendar display contains three sections: the list section on the top, and the Time of Day and calendar display sections on the bottom.

The list section shows the meetings and appointments for the selected date giving the starting and ending time, an *M* if it is a meeting, an *A* if it is an appointment, and the purpose of the meeting or appointment.

The calendar display section shows the calendar for the selected month. Angle brackets, < >, enclose the selected date.

The Time of Day section shows the distribution of events for the selected date by displaying asterisks in the corresponding time slots. Each asterisk represents 15 minutes. ALL-IN-1 displays an asterisk in a time slot even if the scheduled meeting is less than 15 minutes.

You can change which line of the Time of Day section contains the selected date's day of the week by changing the number in the Advanced Cal. Day Position field in your User Profile. A 1 in this field causes the selected date to display on the first line, letting you see the six days following the selected date. A 7 in this field causes the selected date to display on the last line, letting you see the six days preceding the selected date. A 4 in this field causes the selected date to display on the fourth line, letting you see the three preceding days and the three following days. Refer to the User Setup chapter in this book for information on accessing your User Profile.

Additional Options

The More Options (M) option lets you modify the Attendee List, mail messages to the attendees, search for a specific meeting time, erase old calendar entries, and access the other Time Management subsystems. This option is available from the Meetings, Print Options, and Display Events menus, and from the Advanced Calendar display, although it does not appear on the menus or display.

To access the additional options:

Enter M.

ALL-IN-1 displays the Additional Options menu on the bottom half of the screen. Table 11-4 lists the options available from this menu. Review this table to become familiar with these options.

Hint:

- Pressing Gold A also displays the Additional Options menu.

Table 11-4 Additional Options Menu Options

Use	To
RFA Reply for Attendee	Enter a reply for an attendee.
MD Multiple Delete	Erase old calendar entries.

(continued)

Table 11-4 Additional Options Menu Options (Cont.)

Use		To
SC	Scan for meeting time	Search attendees' replies for free time slots.
AP	Appointments	Access the Appointments Subsystem.
AI	Action Items	Access the Action Items Subsystem.
AA	Add Attendees to meeting	Add attendees to a previously scheduled meeting.
RA	Remove Attendees from meeting	Delete attendees from a meeting's Attendee List.
MA	Mail message to attendees	Send a mail message to the current meeting's attendees.
RE	Reminders	Access the Reminders Subsystem.
TD	To-do list	Access the To-Do List Subsystem.

The Select, Create, Edit, Delete, Print, Read, Display Events, Answer Meeting Request, Set Owner, Advanced Calendar, and Training options are also available from the Additional Options menu. Refer to the sections of this chapter on selecting, scheduling, rescheduling, printing, reading, displaying events, answering meeting requests, setting owner, and Advanced Calendar for information on using these options.

Refer to the Appointments, Action Items, Reminders, and To-Do List chapters in this book for information on these subsystems.

Entering an Attendee's Reply. The Reply for Attendee (RFA) option lets you enter a reply you receive from an attendee who is not an ALL-IN-1 user. This option is available from the Additional Options menu, where it appears as an option, the Meetings menu, and the Advanced Calendar display.

To enter a reply received from an attendee:

- 1 Enter RFA.
- 2 Enter the attendee's name.
- 3 Enter whether or not the attendee will be at the meeting.

4 Enter any comments made by the attendee.

ALL-IN-1 displays the Reply to Meeting For Attendee form. This form contains the scheduler, date, starting and ending times, purpose, location, priority, and conflict for the first meeting which has an attendee who has not replied. The Reply to Meeting For Attendee form also contains fields into which you enter the attendee's name, whether or not the attendee will be at the meeting, and any comments the attendee made.

When you press RETURN after entering the attendee's name and reply, ALL-IN-1 checks the name you enter into the Attendee Name field against a list of the attendees for that meeting, and returns you to the menu from which you entered the Reply for Attendee option. If the name you entered is on the Attendee List, ALL-IN-1 enters the reply on your calendar.

Erasing Old Calendar Entries. The Multiple Delete (MD) option lets you erase all appointments and meetings prior to a specified date. This option is available from the Additional Options menu, where it appears as an option, the Meetings menu, and the Advanced Calendar display.

To erase old calendar entries:

- 1 Enter MD.
- 2 Enter Y or N.
- 3 If you entered Y in the previous step, enter the date up to which you want to erase your calendar entries.

ALL-IN-1 displays the Purge Calendar form. If you enter N (no) and press RETURN, ALL-IN-1 returns you to the Meetings menu. If you enter Y (yes) and press RETURN, ALL-IN-1 prompts you for the purge date. Enter the date up to which you want all your calendar entries deleted. When you press RETURN, ALL-IN-1 deletes all meetings that you scheduled on your calendar prior to the purge date and returns you to the Meetings menu.

Searching for Available Meeting Times. The Scan for Meeting Time (SC) option lets you search the replies from meeting attendees for available time slots. This option is available from the Additional Options menu, where it appears as an option, the Meetings menu, and the Advanced Calendar display. Use the Select option to choose the meeting you want for which you want to find free time.

To search for available meeting times:

- 1 Enter SC.
- 2 Enter the number of days you want to search.
- 3 Complete the Printing Document form.

ALL-IN-1 displays the Read Meeting form with the information for the current meeting. When you press RETURN, ALL-IN-1 displays the Meeting Scan form. Enter the number of days you want to scan for free time. When you press RETURN, ALL-IN-1 searches each attendee's response for free time slots, places this information into a temporary document, and displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 prints the document on the specified printer.

The document contains the scheduler, date, starting time, and location of the meeting, a list of the attendees with a code number for each attendee, and an asterisk marking free time slots for each attendee throughout the day. Figure 11-3 illustrates an example of the output of the Scan For Meeting option.

The meeting scheduled by : BURLEW		
On : 5-Oct-1984 At : 2:00p		
Location : October Room		
The attendee number code(s):		
1 = STOUT		
2 = FRANKLIN (No Response)		
	1 2	
10/05/84		10/05/84
9:00am		9:00am
.		.
10:00am		10:00am
10:15am		10:15am
10:30am	*	10:30am
10:45am	*	10:45am
11:00am	*	11:00am
11:15am		11:15am
.		.
.		.
1:45pm		1:45pm
2:00pm	*	2:00pm
2:15pm	*	2:15pm
2:30pm	*	2:30pm
2:45pm		2:45pm
3:00pm		3:00pm
3:15pm	*	3:15pm
.		.
.		.
5:00pm	*	5:00pm
5:15pm		5:15pm
5:30pm		5:30pm
5:45pm	*	5:45pm
6:00pm	*	6:00pm

Figure 11-3 Example of Scan For Meeting Output

Adding Attendees to a Meeting's Attendee List. The Add Attendees to Meeting (AA) option lets you add attendees to a previously scheduled meeting. This option is available from the Additional Options menu, where it appears as an option, the Meetings menu, and the Advanced Calendar display.

If you enter your user name, I, or ME as an attendee, ALL-IN-1 does not include it in the Attendee List.

To add attendees to the Attendee List:

- 1 Enter AA.
- 2 Enter the names of the additional attendees.
- 3 Add comments to the meeting description if you want.
Press Gold F when you finish adding comments.
- 4 Enter N if you do not want to add comments.

ALL-IN-1 displays the Reschedule Meeting form. When you press RETURN, ALL-IN-1 displays the Enter Attendees form. Enter the names of the additional attendees. Remember to press Down Arrow after entering a name if you want to enter more names. ALL-IN-1 checks each name you enter against a list of valid ALL-IN-1 users. If an attendee is not an ALL-IN-1 user, ALL-IN-1 asks if you would like to send a paper mail copy to that person. If you respond Y (yes), ALL-IN-1 places PAPER MAIL in parentheses following the name and returns you to the Enter Attendees form. If you respond N (no), ALL-IN-1 returns you to that name on the Enter Attendees form. Delete the name and enter another name. Press RETURN when you finish entering the names of the attendees.

ALL-IN-1 asks if you would like to add comments to the meeting notice. If you respond Y (yes) and press RETURN, ALL-IN-1 places you in your default editor and displays the meeting notice on your terminal. Add whatever comments you want. When you press Gold F after adding comments, or if you respond N (no) to the comments prompt and press RETURN, ALL-IN-1 adds the attendees' names to the Attendee List, sends mail to the attendees who are ALL-IN-1 users notifying them of the scheduler, purpose, date, time, location, and priority of the meeting, sends any paper mail copies to the system printer, and returns you to the menu from which you entered the Add Attendees to Meeting option.

Removing Attendees from a Meeting's Attendee List. The Remove Attendees from Meeting (RA) option lets you delete attendees from a meeting's Attendee List. This option is available from the Additional Options menu, where it appears as an option, the Meetings menu, and the Advanced Calendar display.

To remove an attendee from the Attendee List:

- 1 Enter RA

- 2 Enter the names of the attendees you want to remove from the Attendee List.
- 3 Add comments to the meeting description if you want.
Press Gold F when you finish adding comments.
- 4 Enter N if you do not want to add comments.

ALL-IN-1 displays the Reschedule Meeting form. When you press RETURN, ALL-IN-1 displays the Enter Attendees form. Enter the names of the attendees you want to remove from the Attendee List. Remember to press Down Arrow after entering a name, if you want to enter more names. The names you enter will be removed from the Attendee List.

ALL-IN-1 checks each name you enter against a list of valid ALL-IN-1 users. If an attendee is not an ALL-IN-1 user, ALL-IN-1 asks if you would like to send a paper mail copy to that person. If you respond Y (yes) and press RETURN, ALL-IN-1 places PAPER MAIL in parentheses following the name and returns you to the Enter Attendees form. If you respond N (no) and press RETURN, ALL-IN-1 returns you to that name on the Enter Attendees form. Delete the name and enter another. Press RETURN when you finish entering the names of the attendees you want to remove from the Attendee List.

ALL-IN-1 asks if you would like to add comments to the meeting notice. If you respond Y (yes) and press RETURN, ALL-IN-1 places you in your default editor and displays the meeting notice on your terminal. Add whatever comments you want. When you press Gold F after adding comments, or if you respond N (no) to the Add Comments prompt and press RETURN, ALL-IN-1 removes the attendees' names from the Attendee List, sends mail to the attendees who are ALL-IN-1 users notifying them that they have been removed from the Attendee List, sends any paper mail copies to the system printer, and returns you to the menu from which you entered the Remove Attendees from Meeting option.

Sending a Message to a Meeting's Attendees. The Mail Message to Attendees (MA) option lets you create a message to send to the attendees of the current meeting. This option is available from the Additional Options menu, where it appears as an option, the Meetings menu, and the Advanced Calendar display. Use the Select option to choose the meeting.

To send a message to the attendees:

- 1 Enter MA.
- 2 Enter a subject for the message.
- 3 Type the text of the message.
- 4 Press Gold F when you finish.
- 5 Enter Y if you want to send the message now.

OR

Enter N if you do not want to send the message now.

ALL-IN-1 displays the Read Meeting form for the meeting listed in the Current Meeting Block. When you press RETURN, ALL-IN-1 displays the Mail Message to Attendees form. Enter a subject for the message and press RETURN. ALL-IN-1 places you in your default editor. When you press Gold F after typing the text of the message, ALL-IN-1 asks if you want to send the message now. If you respond Y (yes) and press RETURN, ALL-IN-1 sends the message to all attendees who are ALL-IN-1 users, sends any paper mail copies to the system printer, and returns you to the menu from which you entered the Mail Message to Attendees option. If you respond N (no) and press RETURN, or press EXIT SCREEN, ALL-IN-1 returns you to the menu from which you entered the Mail Message to Attendees option, places the message in your Created folder, and does not send the message.

When you are ready to send the message:

- Go to the Electronic Messaging menu.
- Select the message you created to send to the attendees.
- Enter S to mail the message to the attendees.

Refer to the Electronic Messaging chapters in this book for information on using the Electronic Messaging subsystem.

Appointments

The Appointments Subsystem, which is part of the Time Management Subsystem, lets you schedule, reschedule, and cancel appointments on your personal calendar. It also lets you display a list of appointments for the selected date.

If you use a hard-copy terminal, or operate ALL-IN-1 in Hard Copy Mode, ALL-IN-1 does not display menus or forms on the terminal; instead, ALL-IN-1 displays prompts. Refer to the Hard Copy Mode chapter in this book for information on using ALL-IN-1 in Hard Copy Mode.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.

- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Hints:

- Your calendar day spans 24 hours, from 12.00am to 11.59pm.
- You can schedule activities in any increment of minutes.
- Your User Profile contains the definition for your work day (standard working hours, the meal hour, and what days of the week you work).

Your ALL-IN-1 system manager sets this information; however, you can change these settings through your User Profile. See the chapter User Setup in this book for instructions.

Using the Appointments Subsystem

The Appointments (AP) option is available from the Time Management menu and from the Additional Options menu of the Meetings, Reminders, Action Items, and To-Do List Subsystems, where it appears as an option. It is also available from the Meetings, Reminders, Action Items, To-Do List, and Print Options menu.

To access the Appointments Subsystem:

Enter AP.

ALL-IN-1 displays the Appointments menu. Table 12-1 lists the options available from this menu. Review this table to become familiar with the features of this subsystem. Pressing EXIT SCREEN returns you to the menu from which you entered the Appointments option.

Table 12-1 Appointments Menu Options

Use		To
SEL	Select	Choose which appointment to make current.
C	Create	Schedule an appointment.
E	Edit	Reschedule an appointment.
D	Delete	Cancel an appointment.
P	Print	Display the Print Options menu.
R	Read	Display the appointment for the selected date.
DE	Display Events	Display the Display Events menu.
AM	Answer Meeting Request	Respond to a request to attend a meeting.
SO	Set Owner	Change the owner of the calendar.
AC	Advanced Calendar	Access the Advanced Calendar form.
TR	Training	Access the Computer Based Instruction (CBI) training course.

Appointments

Figure 12-1 shows the Appointments menu.

```
Phil Ward                                Tue 7-May-1985

                                Appointments

SEL  Select                          Owner:  WARD
C    Create                         Date :   Fri 10-May-1985
E    Edit                           Time :
D    Delete
P    Print
R    Read

DE   Display Events

AM   Answer Meeting Request
SO   Set Owner
AC   Advanced Calendar

TR   Training

                                May 1985
                                S M T W T F S
                                1 2 3 4
                                5 6 7 8 9<10>11
                                12 13 14 15 16 17 18
                                19 20 21 22 23 24 25
                                26 27 28 29 30 31

Enter selection and press RETURN          (more...)
```

Figure 12-1 Appointments Menu

You may set the date in the Current Appointment Block by using the Select option. When you select a date ALL-IN-1 displays it, including the day of the week, in the Date field of the Current Appointment Block and encloses it in angle brackets, < >, on the calendar display on the Appointments menu.

You can also set the date by using the Calendar keys. Table 12-2 lists the Calendar keys and their functions. Review this table to become familiar with the Calendar key functions.

Table 12-2 Calendar Keys

Use	To
BACKSPACE or Gold Left Arrow (←)	Move back one day.
TAB or Gold Right Arrow (→)	Move forward one day.
Up Arrow (↑)	Move back one week.
Down Arrow (↓)	Move forward one week.
Gold Up Arrow (↑)	Move back one month.
Gold Down Arrow (↓)	Move forward one month.
Gold T	Move to today's date.

Selecting an Appointment Date and Time

The Select (SEL) option lets you choose the date and time for the appointment you want to work with. ALL-IN-1 displays the selected date and time in the Current Appointment Block. The Select option is available from the Appointments menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To select an appointment:

- 1 Enter SEL.
- 2 Enter a date for the appointment.
- 3 Enter a time for the appointment.

ALL-IN-1 displays the Select Appointment form. Enter the date and time for the appointment you want to work with. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the Select option. When you return to the Appointments menu, ALL-IN-1 displays the date and time you selected in the Current Appointment Block.

In the Date field, you can enter either a date, in the format DD-MMM-YYYY, or a date command. Table 12-3 lists some of the date commands.

Table 12-3 Date Commands

Command	Example	Meaning
± [n]D	+ 2D, - 4D	Move forward or back by “n” days.
± [n]W	+ 3W, - 2W	Move forward or back by “n” weeks.
± [n]M	+ 3M, - M	Move forward or back by “n” months.
± [n]Y	+ 1Y, - Y	Move forward or back by “n” years.
DD-MMM-YYYY	06-Jun-1984	Move to the specified date.
YESTERDAY	YESTERDAY	Move to the day before the current system date.
TODAY	TODAY	Move to the current system date.
TOMORROW	TOMORROW	Move to the day after the current system date.
EOM	EOM	Move to the end of the month.

NOTE: Commands are always relative to the date shown in the current item block, not to the actual date.

You can combine several commands. For example:

- TODAY + D + W

This combination sets the calendar date to a week from tomorrow.

- + D + W

This combination sets the calendar date to a week and a day after the current calendar date.

In the Time fields, the format in which the time is displayed is decided by your system manager. It can be based on the 24 hour clock, or the regular 12 hour clock. If you use the 24 hour clock, the time is displayed in this format:

hh:mm (for example, 13:00)

If you use the 12 hour clock, the format differs as follows:

9:00am indicates 9 in the morning.

6:30pm indicates half past 6 in the evening.

You can enter the time in either format, but when you press RETURN it will be displayed in the format associated with the clock set up for you.

Scheduling an Appointment

The Create (C) option lets you schedule an appointment on your personal calendar. This option is available from the Appointments menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To schedule an appointment:

- 1 Enter C.
- 2 Enter the date of the appointment if other than the current date.
- 3 Enter the time at which the appointment is to start.
- 4 Enter the time at which the appointment is to end.
- 5 Enter whether or not the appointment is confidential.
- 6 Enter the description of the appointment.

ALL-IN-1 displays the Schedule Appointment form. Enter the date, starting and ending times, confidentiality, and description of the appointment. ALL-IN-1 uses the date in the Current Appointment Block as the default date. You can enter another date, if you want. Enter the starting and ending times, confidentiality, and description of the appointment. If you leave the Description field blank, ALL-IN-1 issues an error message.

If you schedule a morning appointment, you only need to enter the time into the time fields. For example, if you want to schedule an appointment to start at 10 A.M., enter the time as 10:00, 10, or 10a. If you schedule an afternoon appointment, you must either enter a *p* after the time in the time fields or enter the time as an increment of a 24 hour day. For example, if you schedule an appointment for 2 P.M., enter the time in the From field as 2:00p, 2p, or 14:00. If you want to schedule an appointment to begin or end at noon, enter the time as 12:00 or 12. If you want to schedule an appointment to begin at midnight, enter the time as 12:00a; if you want to schedule an appointment to end at midnight, enter the time as 23:59 or 11:59p.

When you press RETURN, ALL-IN-1 schedules the appointment on your calendar and returns you to the menu from which you entered the Create option. When you return to the Appointments menu, ALL-IN-1 displays the date and time of the newly scheduled appointment in the Current Appointment Block.

If the appointment you schedule is for the same time as another appointment or overlaps with another appointment, ALL-IN-1 informs you there is a conflict and asks if you want to schedule the appointment anyway. If you respond Y (yes) and press RETURN, ALL-IN-1 schedules the appointment on your calendar, returns you to the menu from which you entered the Create option, and notifies you that the appointment conflicts with a previously scheduled appointment. When you return to the Appointments menu, ALL-IN-1 displays the date and time of the newly created appointment in the Current Appointment Block. If you respond N (no) and press RETURN, ALL-IN-1 returns you to the menu from which you entered the Create option and does not schedule the appointment on your calendar.

Rescheduling an Appointment

The Edit (E) option lets you change the date, time, confidentiality, and/or description of the appointment that is listed in the Current Appointment Block. This option is available from the Appointments menu, where it appears as an option, and from the Advanced Calendar display, and Additional Options menu. Use the Select option to choose the appointment you want to reschedule.

To reschedule an appointment:

- 1 Enter E.
- 2 Make whatever changes you want.

ALL-IN-1 displays the Reschedule Appointment form. When you press RETURN after making the necessary changes, ALL-IN-1 reschedules the appointment on your calendar and returns you to the menu from which you entered the Edit option. When you return to the Appointments menu, ALL-IN-1 displays the date and time of the rescheduled appointment in the Current Appointment Block.

Canceling an Appointment

The Delete (D) option lets you cancel an appointment that you have scheduled. Use the Select option to choose the date and time of the appointment you want to cancel. The Delete option is available from the Appointments menu, where it appears as an option, and from the Advanced Calendar display, and Additional Options menu.

To cancel an appointment:

- 1 Enter D.
- 2 Enter Y to cancel the appointment.

OR

Enter N to cancel the delete operation.

ALL-IN-1 asks if you really want to delete this appointment. If you respond Y (yes) and press RETURN, ALL-IN-1 removes the appointment from your calendar and returns you to the menu from which you entered the Delete option. When you return to the Appointments menu, ALL-IN-1 removes the time of the canceled appointment from the Current Appointment block. If you respond N (no) and press RETURN, ALL-IN-1 returns you to the menu from which you entered the Delete option and does not remove the appointment from your calendar.

Printing an Appointment Description

The Print (P) option lets you create a paper copy of your personal calendar. This option is available from the Appointments menu, where it appears as an option, the Advanced Calendar display, and the Display Events and Additional Options menus.

To print your calendar:

Enter P.

ALL-IN-1 displays the Print Options menu. Refer to the Time Management - Print and Display Events Options chapter in this book for information on using the options available from this menu.

Reading an Appointment Description

The Read (R) option lets you display the description of an appointment that you have scheduled. This option is available from the Appointments menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu. Use the Select option to choose the appointment you want to display.

To display an appointment description:

Enter R.

ALL-IN-1 displays the Display Appointment form with the date, starting and ending times, confidentiality, and description of the appointment. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the Read option.

Displaying All Scheduled Events

The Display Events (DE) option lets you display your calendar for a specified day, week, or month. This option is available from the Appointments menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To display your calendar events:

Enter DE.

Refer to the Time Management — Print and Display Events Options chapter in this book for information on using the options available from this menu.

Answering a Meeting Request

The Answer Meeting Request (AM) option lets you respond to a request to attend a meeting. This option is available from the Appointments menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

If you receive a meeting notification but do not respond to it at the time you read it, it becomes a *meeting waiting*. The number of meetings waiting for a response displays on all the Time Management Subsystem menus, as well as on the ALL-IN-1 Main Menu.

When you enter the Answer Meeting Request option, ALL-IN-1 finds the first meeting request that has not been answered and lets you answer it.

To answer a meeting request:

- 1 Enter AM.
- 2 Enter whether or not you can attend.
- 3 Enter a brief comment in the Comment field, if you want.
- 4 Enter the total amount of time needed to travel to and from the meeting.
- 5 Enter additional comments or enclose a document, if you want.

ALL-IN-1 displays the Reply to Meeting Requests form containing the scheduler, date, time, purpose, and location of the meeting. Enter whether or not you can attend the meeting; the default for this field is YES. If you want to make a brief comment about the meeting, enter it in the Comment field. Enter the total amount of time you need to travel to and return from the meeting. When you press RETURN, ALL-IN-1 asks if you want to add further comments. If you respond Y (yes) and press RETURN, ALL-IN-1 places you in your default editor. You can add further comments or enclose

a document with your reply. When you press Gold F, or if you respond N (no) to the further comments prompt and press RETURN, ALL-IN-1 schedules the meeting on your calendar, mails your reply to the scheduler of the meeting, and returns you to the Meetings menu.

Whether or not you can attend the meeting, ALL-IN-1 searches your calendar for free time slots and includes a list of these in the response mailed to the scheduler of the meeting. The scheduler of the meeting can reschedule the meeting according to your free time slots.

CAUTION: *ALL-IN-1 schedules the meeting on your calendar even if you enter N (No) to attending the meeting.*

Hint:

- Use the options on the Get Document Menu to enclose a document with your reply. Refer to the Special Menus chapter in this book for information on the Get Document Menu.

Changing a Calendar's Owner

The Set Owner (SO) option lets you specify the person into whose calendar you can make entries. All subsequent entries are made into this person's calendar file, not yours. This option is available from the Appointments menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To set owner to someone else you must have the following:

- Set Owner privilege. This can only be given to you by your ALL-IN-1 system manager.
- Scheduling access to the other person's calendar. This can be given to you only by the person whose calendar you want to access.
- VMS file protection access to the other person's calendar file.

If you are missing any one of the above three items, you cannot set owner to that person.

To set owner:

- 1 Enter SO.

- 2 Enter the name of the person whose calendar you want to schedule on.

ALL-IN-1 displays the Select Owner form. Enter the name of the person into whose calendar you want to make entries. When you press RETURN, ALL-IN-1 checks the name you entered against a list of people who have given you access to their calendars. If you do not have access to that person's calendar, ALL-IN-1 does not let you set owner to it. If you do have access to that person's calendar, ALL-IN-1 sets owner to it, returns you to the Appointments menu, and displays that person's name in the Owner field of the Current Appointment Block.

Displaying the Advanced Calendar

The Advanced Calendar (AC) option lets you display a form that contains a calendar like the one on the Appointments menu, a listing of appointments for the current date, and a Time of Day area that shows the occupied time slots. Figure 12-2 shows an example of the Advanced Calendar display. The Advanced Calendar option is available from the Appointments menu, where it appears as an option, and the Advanced Calendar display.

To display the Advanced Calendar:

Enter AC.

ALL-IN-1 displays the Advanced Calendar on your terminal. The Calendar keys may be used to change the current date. Refer to Table 12-2 in this chapter for a list of the keys and their functions.

The Select, Create, Edit, Delete, Print, Read, Display Events, Answer Meeting Request, and Set Owner options, and the Additional Options menu are also available from the Advanced Calendar. Refer to the sections of this

Appointments

chapter on selecting, scheduling, rescheduling, canceling, printing, reading, displaying events, answering meeting requests, setting owner, and additional options for information on using these options.

Phil Ward Tue 7-May-1985

Appointments

WARD For Fri 10-May-1985

10:00am 11:30am M Schedule review
1:00pm 3:00pm M Typesetting discussion
3:30pm 4:00pm A Interview

Time of Day													
	8	9	10	11	12	1	2	3	4	5	6	7	
Fri			*****			*****		**					
Sat													
Sun													
Mon								****					
Tue													
Wed													
Thu			**										

May	1985												
S	M	T	W	T	F	S							
				1	2	3	4						
5	6	7	8	9	10	11							
12	13	14	15	16	17	18							
19	20	21	22	23	24	25							
26	27	28	29	30	31								

Enter Option (SEL,C,E,D,P,R,AM,DE,SO,M) and Press Return

Figure 12-2 Example of Advanced Calendar Display

The Advanced Calendar display contains three sections: the list section on the top, and the Time of Day and calendar display sections on the bottom.

The list section shows the appointments and meetings for the selected date giving the starting and ending time, an *M* if it is a meeting, an *A* if it is an appointment, and the purpose of the appointment or meeting.

The calendar display section shows the calendar for the selected month. Angle brackets, *< >*, enclose the selected date.

The Time of Day section shows the distribution of events for the week containing the selected date by displaying asterisks in the corresponding time slots. Each asterisk represents 15 minutes. ALL-IN-1 displays an asterisk in a time slot even if the scheduled appointment is less than 15 minutes.

You can change which line of the Time of Day section contains the selected date's day of the week by changing the number in the Advanced Cal. Day Position field in your User Profile. A 1 in this field causes the selected date to display on the first line, letting you see the six days following the selected date. A 7 in this field causes the selected date to display on the last line, letting you see the six days preceding the selected date. A 4 in this field causes the selected date to display on the fourth line, letting you see the three preceding days and the three following days. Refer to the User Setup chapter in this book for information on accessing your User Profile.

Additional Options

The More Options (M) option lets you erase old calendar entries and access the other Time Management subsystems. This option is available from the Appointments, Print Options, and Display Events menus and from the Advanced Calendar display, although it does not appear on the menus or display.

To access the additional options:

Enter M.

ALL-IN-1 displays the Additional Options menu on the bottom half of the screen. Table 12-4 lists the options available from this menu. Review this table to become familiar with these options.

Hint:

- Pressing Gold A also displays the Additional Options menu.

Table 12-4 Additional Options Menu Options

Use		To
MD	Multiple Delete	Erase old calendar entries.
ME	Meetings	Access the Meetings Subsystem.
AI	Action Items	Access the Action Items Subsystem.
RE	Reminders	Access the Reminders Subsystem.
TD	To-do list	Access the To-Do List Subsystem.

The Select, Create, Edit, Delete, Print, Read, Display Events, Answer Meeting Request, Set Owner, Advanced Calendar, and Training options are also available from the Additional Options menu. Refer to the sections of this chapter on selecting, scheduling, rescheduling, canceling, printing, reading, answering meeting requests, setting owner, and Advanced Calendar for information on using these options.

Refer to the Meetings, Action Items, Reminders, and To-Do List chapters in this book for information on these subsystems.

Erasing Old Calendar Entries. The Multiple Delete (MD) option lets you erase all appointments and meetings prior to a specified date. This option is available from the Additional Options menu, where it appears as an option, the Appointments menu, and the Advanced Calendar display.

To erase old calendar entries:

- 1 Enter MD.
- 2 Enter Y or N.
- 3 If you entered Y in the previous step, enter the date up to which you wish to erase your calendar entries.

ALL-IN-1 displays the Purge Calendar form. If you enter N (no) and press RETURN, ALL-IN-1 returns you to the Appointments menu. If you enter Y (yes) and press RETURN, ALL-IN-1 prompts you for the purge date. Enter the date up to which you want all your calendar entries erased. When you press RETURN, ALL-IN-1 deletes all appointments that you scheduled on your calendar prior to the purge date and returns you to the Appointments menu.

If you entered the Multiple Delete option from the Advanced Calendar display, ALL-IN-1 returns you to the Advanced Calendar display not to the Appointments menu.

Reminders

The Reminders Subsystem, which is part of the Time Management Subsystem, lets you schedule, reschedule, and cancel reminders on your personal calendar. It also lets you display a list of reminders for the selected date.

If you use a hard-copy terminal, or operate ALL-IN-1 in Hard Copy Mode, ALL-IN-1 does not display menus or forms on the terminal; instead, ALL-IN-1 displays prompts. Refer to the Hard Copy Mode chapter in this book for information on using ALL-IN-1 in Hard Copy Mode.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.

- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu. .els;

Hints:

- Your calendar day spans 24 hours, from 12.00am to 11.59pm.
- You can schedule activities in any increment of minutes.
- Your User Profile contains the definition for your work day (standard working hours, the meal hour, and what days of the week you work).
Your ALL-IN-1 system manager sets this information; however, you can change these settings through your User Profile. See the User Setup chapter in this book for instructions.

Using the Reminders Subsystem

The Reminders (RE) option is available from the Time Management menu and from the Additional Options menu of the Meetings, Appointments, Action Items, and To-Do List Subsystems, where it appears as an option. It is also available from the Meetings, Appointments, Action Items, and To-Do List menus, and from the Print Options menu.

To access the Reminders Subsystem:

Enter RE.

ALL-IN-1 displays the Reminders menu. Table 13-1 lists the options available from this menu. Review this table to become familiar with the features of this subsystem. Pressing EXIT SCREEN returns you to the menu from which you entered the Reminders option.

Table 13-1 Reminders Menu Options

Use		To
SEL	Select	Choose which reminder to make current.
C	Create	Schedule a reminder.
E	Edit	Reschedule a reminder.
D	Delete	Cancel a reminder.
P	Print	Display the Print Options menu.
R	Read	Display a listing of reminders for the selected date.
DE	Display Events	Display the Display Events menu.
AM	Answer Meeting Request	Respond to a request to attend a meeting.
SO	Set Owner	Change the owner of the calendar.
AC	Advanced Calendar	Access the Advanced Calendar form.
TR	Training	Access the Computer Based Instruction (CBI) training course.

Reminders

Figure 13-1 shows the Reminders menu.

Phil Ward

Reminders

Tue 7-May-1985

SEL Select

C Create

E Edit

D Delete

P Print

R Read

DE Display Events

AM Answer Meeting Request

SO Set Owner

AC Advanced Calendar

TR Training

Owner: WARD

Date: Fri 10-May-1985

Number:

May							1985						
S	M	T	W	T	F	S							
				1	2	3	4						
5	6	7	8	9	10	11							
12	13	14	15	16	17	18							
19	20	21	22	23	24	25							
26	27	28	29	30	31								

Enter selection and press RETURN

(more...)

Figure 13-1 Reminders Menu

You may set the date in the Current Reminder Block by using the Select option. When you select a date ALL-IN-1 displays it, including the day of the week, in the Date field of the Current Reminder Block and encloses it in angle brackets, < >, on the calendar display on the Reminders menu.

You can also set the date by using the Calendar keys. Table 13-2 lists the Calendar keys and their functions. Review this table to become familiar with the Calendar key functions.

Table 13-2 Calendar Keys

Use	To
BACKSPACE or Gold Left Arrow (←)	Move back one day.
TAB or Gold Right Arrow (→)	Move forward one day.
Up Arrow (↑)	Move back one week.
Down Arrow (↓)	Move forward one week.
Gold Up Arrow (⬆)	Move back one month.
Gold Down Arrow (⬇)	Move forward one month.
Gold T	Move to today's date.

Selecting a Reminder Date

The Select (SEL) option lets you choose the date for the reminder you want to work with. ALL-IN-1 displays the selected date in the Current Reminder Block. The Select option is available from the Reminders menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To select a reminder:

- 1 Enter SEL.
- 2 Enter the date of the reminder.
- 3 Enter the number of the reminder.

ALL-IN-1 displays the Select Reminder form. Enter the date and number of the reminder you want. When press RETURN, ALL-IN-1 returns you to the menu from which you entered the Select option. When you return to the Reminders menu, ALL-IN-1 displays the date and number you specified in the Current Reminder Block.

In the Date field, you can enter either a date, in the format DD-MMM-YYYY, or a date command. Table 13-3 lists some of the date commands.

Table 13-3 Date Commands

Command	Example	Meaning
±[n]D	+2D, -4D	Move forward or back by “n” days.
±[n]W	+3W, -2W	Move forward or back by “n” weeks.
±[n]M	+3M, -M	Move forward or back by “n” months.
±[n]Y	+1Y, -Y	Move forward or back by “n” years.
DD-MMM-YYYY	06-Jun-1984	Move to the specified date.
YESTERDAY	YESTERDAY	Move to the day before the current system date.
TODAY	TODAY	Move to the current system date.
TOMORROW	TOMORROW	Move to the day after the current system date.
EOM	EOM	Move to the end of the month.

NOTE: *Commands are always relative to the date shown in the current item block, not to the actual date.*

You can combine several commands. For example:

- TODAY +D +W

This combination sets the calendar date to a week from tomorrow.

- +D +W

This combination sets the calendar date to a week and a day after the current calendar date.

Scheduling a Reminder

The Create (C) option lets you schedule a reminder on your personal calendar. This option is available from the Reminders menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To schedule a reminder:

- 1 Enter C.
- 2 Enter the date for the reminder.
- 3 Enter the priority of the reminder.
- 4 Enter the status of the reminder.
- 5 Enter the description of the reminder.

ALL-IN-1 displays the Reminder Management form. Enter the date, priority, status, and description of the reminder and press RETURN. In the priority field, enter any two-character code to represent the importance or priority of the reminder, such as A1 or UR to indicate an urgent matter. In the status field, enter any single-character code to represent the progress or status of the reminder, such as 0 to indicate that no progress has been made on the matter. These codes will be displayed with the reminder.

ALL-IN-1 asks you to press RETURN if the information is correct or EXIT SCREEN if the information is not correct.

If you press RETURN, ALL-IN-1 schedules the reminder on your calendar and returns you to the menu from which you entered the Create option.

If you press EXIT SCREEN, ALL-IN-1 returns you to the Schedule Date field on the Reminder Management form. Change the incorrect information and press RETURN. When you press RETURN again, ALL-IN-1 schedules the reminder on your calendar, and returns you to the menu from which you entered the Create option.

When you return to the Reminders menu, ALL-IN-1 displays the date and number of the newly scheduled reminder in the Current Reminder Block.

Rescheduling a Reminder

The Edit (E) option lets you change the date, priority, status, and/or description of the reminder that is listed in the Current Reminder Block. This option is available from the Reminders menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu. Use the Select option to choose the reminder you want to reschedule.

To reschedule a reminder:

- 1 Enter E.
- 2 Make whatever changes you want.

ALL-IN-1 displays the Reminder Management form. Change the necessary information and press RETURN. ALL-IN-1 asks you to press RETURN if the information is correct or EXIT SCREEN if the information is not correct.

If you press RETURN, ALL-IN-1 reschedules the reminder on your calendar and returns you to the menu from which you entered the Edit option.

If you press EXIT SCREEN, ALL-IN-1 returns you to the Schedule Date field on the Reminder Management form. Change the incorrect information and press RETURN. When you press RETURN again, ALL-IN-1 reschedules the reminder on your calendar and returns you to the menu from which you entered the Edit option.

When you return to the Reminders menu, ALL-IN-1 displays the date and number of the rescheduled reminder in the Current Reminder Block.

Canceling a Reminder

The Delete (D) option lets you cancel a scheduled reminder. Use the Select option to choose the date and number of the reminder you want to cancel. The Delete option is available from the Reminders menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To cancel a reminder:

- Enter D.

ALL-IN-1 displays the Reminder Management form. This form contains the date, priority, status, and description of the reminder. Press RETURN to cancel the reminder or press EXIT SCREEN to cancel the delete operation.

If you press RETURN, ALL-IN-1 removes the reminder from your calendar and returns you to the menu from which you entered the Delete option.

If you press EXIT SCREEN, ALL-IN-1 returns you to the menu from which you entered the Delete option and does not remove the reminder from your calendar.

When you return to the Reminders menu, ALL-IN-1 removes the reminder number from the Current Reminder Block.

Printing a Reminder Description

The Print (P) option lets you create a paper copy of your personal calendar. This option is available from the Reminders menu, where it appears as an option, the Advanced Calendar display, and the Additional Options and Display Events menus.

To print a copy of your calendar:

Enter P.

ALL-IN-1 displays the Print Options menu. Refer to the Time Management – Print and Display Events Options chapter in this book for information on the options available from this menu.

Reading a Reminder Description

The Read (R) option lets you display the description of a scheduled reminder. This option is available from the Reminders menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu. Use the Select option to choose the reminder you want to display.

To display a reminder description:

Enter R.

ALL-IN-1 displays the Reminder Management form with the number, date, priority, status, and description of the reminder. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the Read option.

Displaying All Scheduled Events

The Display Events (DE) option lets you display your calendar for a specified day, week, or month. This option is available from the Reminders menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To display your calendar:

Enter DE.

ALL-IN-1 displays the Display Events menu. Refer to the Time Management – Print and Display Events Options chapter in this book for information on the options available from this menu.

Answering a Meeting Request

The Answer Meeting Request (AM) option lets you respond to a request to attend a meeting. This option is available from the Reminders menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

If you receive a meeting notification but do not respond to it at the time you read it, it becomes a *meeting waiting*. The number of meetings waiting for a response is displayed on all the Time Management Subsystem menus as well as on the ALL-IN-1 Main Menu.

When you enter the Answer Meeting Request option, ALL-IN-1 finds the first meeting request that has not been answered and lets you answer it.

To answer a meeting request:

- 1 Enter AM.
- 2 Enter whether or not you can attend.
- 3 Enter a brief comment in the Comment field, if you want.

- 4 Enter the total amount of time needed to travel to and from the meeting.
- 5 Enter additional comments or enclose a document, if you want.

ALL-IN-1 displays the Reply to Meeting Requests form containing the scheduler, date, time, purpose, and location of the meeting. Enter whether or not you can attend the meeting; the default for this field is YES. If you want to make a brief comment about the meeting, enter it in the Comment field. Enter the total amount of time you need to travel to and return from the meeting. When you press RETURN, ALL-IN-1 asks if you want to add further comments. If you respond Y (yes) and press RETURN, ALL-IN-1 places you in your default editor. You can add further comments or enclose a document with your reply. When you press Gold F, or if you respond N (no) to the further comments prompt and press RETURN, ALL-IN-1 schedules the meeting on your calendar, mails your reply to the scheduler of the meeting, and returns you to the Meetings menu.

Whether or not you can attend the meeting, ALL-IN-1 searches your calendar for free time slots and includes a list of these in the response mailed to the scheduler of the meeting. The scheduler of the meeting can reschedule the meeting according to your free time slots.

CAUTION: *ALL-IN-1 schedules the meeting on your calendar even if you enter N (No) to attending the meeting.*

Hint:

- Use the options on the Get Document Menu to enclose a document with your reply. Refer to the Special Menus chapter in this book for information on the Get Document Menu.

Changing a Calendar's Owner

The Set Owner (SO) option lets you specify the person into whose calendar you can make entries. All subsequent entries are made into this person's calendar file, not yours. This option is available from the Reminders menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To set owner to someone else you must have the following:

- Set Owner privilege. This can only be given to you by your ALL-IN-1 system manager.
- Scheduling access to the other person's calendar. This can be given to you only by the person whose calendar you want to access.
- VMS file protection access to the other person's calendar file.

If you are missing any one of the above three items, you cannot set owner to that person.

To set owner:

- 1 Enter SO.
- 2 Enter the name of the person on whose calendar you want to schedule.

ALL-IN-1 displays the Select Owner form. Enter the name of the person into whose calendar you want to make entries. When you press RETURN, ALL-IN-1 checks the name you entered against a list of people who have given you access to their calendars. If you do not have access to that person's calendar, ALL-IN-1 does not let you set owner to it. If you do have access to that person's calendar, ALL-IN-1 sets owner to it, returns you to the Reminders menu, and displays that person's name in the Owner field of the Current Reminder Block.

Displaying the Advanced Calendar

The Advanced Calendar (AC) option lets you display a form that contains a calendar like the one on the Reminders menu, a listing of reminders and action items for the current date, and a Time of Day area that shows the occupied time slots. Figure 13-2 shows an example of the Advanced Calendar display. The Advanced Calendar option is available from the Reminders menu, where it appears as an option, and from the Additional Options menu.

To display the Advanced Calendar:

- Enter AC.

ALL-IN-1 displays the Advanced Calendar on your terminal. You can use the Calendar keys to change the current date. Refer to Table 13-2 in this chapter for a list of the keys and their functions.

The Select, Create, Edit, Delete, Print, Read, Display Events, Answer Meeting Request, and Set Owner options, and the Additional Options menu are also available from the Advanced Calendar. Refer to the sections on selecting, scheduling, rescheduling, canceling, printing, reading, answering meeting requests, setting owner, and additional options in this chapter for information on using these options.

```

Phil Ward                                     Tue 7-May-1985
                                Reminders
WARD                                For Fri 10-May-1985

R  6 A2  0  Send list of pages to Mike Merchant
A  IPR A2  0  File status report

Time of Day
 8  9 10 11 12 1  2  3  4  5  6  7
Fri ***** ***** **
Sat
Sun
Mon *****
Tue
Wed
Thu **

May 1985
S M T W T F S
      1  2  3  4
5  6  7  8  9<10>11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31
  
```

Enter Option (SEL,C,E,D,P,R,AM,DE,SO,M) and Press Return

Figure 13-2 Example of Advanced Calendar Display

The Advanced Calendar display contains three sections: the list section on the top, and the Time of Day and calendar display sections on the bottom.

The list section shows the reminders and action items for the selected date giving an *R* for a reminder or an *A* for an action item, and the name, priority, status, and description of the reminder or action item.

The calendar display section shows the calendar for the selected month. Angle brackets, < >, enclose the selected date.

The Time of Day section shows the distribution of events for the selected date by displaying asterisks in the corresponding time slots. Each asterisk represents 15 minutes. ALL-IN-1 displays an asterisk in a time slot even if the scheduled event is less than 15 minutes.

You can change which line of the Time of Day section contains the selected date's day of the week by changing the number in the Advanced Cal. Day Position field in your User Profile. A 1 in this field causes the selected date to display on the first line, letting you see the six days following the selected date. A 7 in this field causes the selected date to display on the last line, letting you see the six days preceding the selected date. A 4 in this field causes the selected date to display on the fourth line, letting you see the three preceding days and the three following days. Refer to the User Setup chapter in this book for information on accessing your User Profile.

Additional Options

The More Options (M) option lets you reset the base reminder number and access the other Time Management subsystems. This option is available from the Reminders, Print Options, and Display Events menus, and from the Advanced Calendar display, although it does not appear on the menus or display.

To access the additional options:

Enter M.

ALL-IN-1 displays the Additional Options menu. Table 13-4 lists the option available from this menu. Review this table to become familiar with these options.

Hint:

- Pressing Gold A also displays the Additional Options menu.

Table 13-4 Additional Options Menu Options

Use		To
RN	Reset base reminder number	Give lower numbers to your reminders.
ME	Meetings	Access the Meetings Subsystem.
AI	Action Items	Access the Action Items Subsystem.
AP	Appointments	Access the Appointments Subsystem.
TD	To-do list	Access the To-Do List Subsystem.

The Select, Create, Edit, Delete, Print, Read, Display Events, Answer Meeting Request, Set Owner, Advanced Calendar, and Training options are also available from this menu. Refer to the sections of this chapter on selecting, scheduling, rescheduling, canceling, printing, reading, answering meeting requests, setting owner, and Advanced Calendar for information on using these options.

Refer to the Meetings, Action Items, Appointments, and To-Do List chapters in this book for information on these subsystems.

Resetting the Base Reminder Number. The Reset Base Reminder Number (RN) option lets you reset your base reminder number to a lower number. This option is available from the Additional Options menu, where it appears as an option, the Reminders menu, and the Advanced Calendar display.

When you create a reminder, ALL-IN-1 assigns it the lowest possible unused number. For example, if you have reminders numbered 1, 2, and 3 and create another reminder, ALL-IN-1 assigns it the number 4, even if you have deleted one of the first three. If you want ALL-IN-1 to use the numbers of deleted reminders for new reminders, use the Reset Base Reminder Number option to tell ALL-IN-1 from what number to begin

assigning reminder numbers. For example, if you have deleted reminder 2 and want ALL-IN-1 to use that number for the next reminder you create, use the Reset Base Reminder Number option and specify 2.

To reset your base reminder number:

- 1 Enter RN.
- 2 Enter the new base number.

ALL-IN-1 asks you to enter the new base number. Enter the number at which you want ALL-IN-1 to begin assigning numbers to reminders that you create. When you press RETURN, ALL-IN-1 assigns the number you specify as the next number to be assigned to a reminder.

Action Items

The Action Items Subsystem, which is part of the Time Management Subsystem, lets you maintain a list of tasks that you want to remember or complete by a specific date. You can schedule, reschedule, and cancel action items on your personal calendar, and display a list of action items for the selected date.

If you use a hard-copy terminal, or operate ALL-IN-1 in Hard Copy Mode, ALL-IN-1 does not display menus or forms on the terminal; instead, ALL-IN-1 displays prompts. Refer to the Hard Copy Mode chapter in this book for information on using ALL-IN-1 in Hard Copy Mode.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.

- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Hints:

- Your calendar day spans 24 hours, from 12.00am to 11.59pm.
- You can schedule activities in any increment of minutes.
- Your User Profile contains the definition for your work day (standard working hours, the meal hour, and what days of the week you work).

Your ALL-IN-1 system manager sets this information; however, you can change these settings through your User Profile. See the User Setup chapter in this book for instructions.

Using the Action Items Subsystem

The Action Items (AI) option is available from the Time Management menu and from the Additional Options menu of the Meetings, Appointments, Reminders, and To-Do List Subsystems, where it appears as an option. It is also available from the Meetings, Appointments, Reminders, To-Do List, and Print Options menus.

To access the Action Items Subsystem:

Enter AI.

ALL-IN-1 displays the Action Items menu. Table 14-1 lists the options available from this menu. Review this table to become familiar with the features of this subsystem. Pressing EXIT SCREEN returns you to the menu from which you entered the Action Items option.

Table 14-1 Action Items Menu Options

Use		To
SEL	Select	Choose which action item to make current.
C	Create	Schedule an action item.
E	Edit	Reschedule an action item.
D	Delete	Cancel an action item.
P	Print	Display the Print Options menu.
R	Read	Display a listing of action items for the selected date.
DE	Display Events	Display the Display Events menu.
AM	Answer Meeting Request	Respond to a request to attend a meeting.
SO	Set Owner	Change the owner of the calendar.
AC	Advanced Calendar	Access the Advanced Calendar form.
TR	Training	Access the Computer Based Instruction (CBI) training course.

Action Items

Figure 14-1 shows the Action Items menu.

Phil Ward

Tue 7-May-1985

Action Items

SEL	Select	Owner:	WARD
C	Create	Date:	Fri 10-May-1985
E	Edit	Class:	
D	Delete	Item:	
P	Print		
R	Read		
DE	Display Events		
AM	Answer Meeting Request		
SO	Set Owner		
AC	Advanced Calendar		
TR	Training		

May 1985

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9(10)	11	
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Enter selection and press RETURN

(more...)

Figure 14-1 Action Items Menu

Set the date in the Current Action Item Block by using the Select option. When you select a date ALL-IN-1 displays it, including the day of the week, in the Date field of the Current Action Item Block and encloses it in angle brackets, < >, on the calendar display on the Action Items menu.

You can also set the date by using the Calendar keys. Table 14-2 lists the Calendar keys and their functions. Review this table to become familiar with the Calendar key functions.

Table 14-2 **Calendar Keys**

Use	To
BACKSPACE or Gold Left Arrow (←)	Move back one day.
TAB or Gold Right Arrow (→)	Move forward one day.
Up Arrow (↑)	Move back one week.
Down Arrow (↓)	Move forward one week.
Gold Up Arrow (⬆)	Move back one month.
Gold Down Arrow (⬇)	Move forward one month.
Gold T	Move to today's date.

Selecting an Action Item

The Select (SEL) option lets you choose the date and Class and Item categories for the action item you want to work with. This option is available from the Action Items menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

ALL-IN-1 displays the selected date, Class, and Item in the Current Action Item Block. The Class category may contain any number of Item categories. The Item category is a name or identifier that is easily associated with a particular action item. The combination of Class and Item must be unique.

To select an action item:

- 1 Enter SEL.
- 2 Enter a date for the action item.
- 3 Enter a Class for the action item.

4 Enter an Item name or an identifier for the action item.

ALL-IN-1 displays the Select Action Item form. Enter the date, class name, and item name of the action item you want. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the Select option. When you return to the Action Items menu, ALL-IN-1 displays the date, Class, and Item you selected in the Current Action Item Block.

In the Date field, you can enter either a date, in the format DD-MMM-YYYY, or a date command. Table 14-3 lists some of the date commands.

Table 14-3 Date Commands

Command	Example	Meaning
± [n]D	+ 2D, - 4D	Move forward or back by "n" days.
± [n]W	+ 3W, - 2W	Move forward or back by "n" weeks.
± [n]M	+ 3M, - M	Move forward or back by "n" months.
± [n]Y	+ 1Y, - Y	Move forward or back by "n" years.
DD-MMM-YYYY	06-Jun-1984	Move to the specified date.
YESTERDAY	YESTERDAY	Move to the day before the current system date.
TODAY	TODAY	Move to the current system date.
TOMORROW	TOMORROW	Move to the day after the current system date.
EOM	EOM	Move to the end of the month.

NOTE: *Commands are always relative to the date shown in the current item block, not to the actual date.*

You can combine several commands. For example:

- TODAY + D + W

This combination sets the calendar date to a week from tomorrow.

- + D + W

This combination sets the calendar date to a week and a day after the current calendar date.

Scheduling an Action Item

The Create (C) option lets you schedule an action item on your personal calendar. This option is available from the Action Items menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To schedule an action item:

- 1 Enter C.
- 2 Enter a Class for the action item.
- 3 Enter an Item name for the action item.
- 4 Press RETURN.
- 5 Enter the date on which the action item should start.
- 6 Enter a description of the action item.
- 7 Enter the date by which the action item must be completed.
- 8 Enter the priority of the action item.

ALL-IN-1 displays the Action Item Management form. The Action Class field contains the Class name from the Current Action Item Block. You may enter another Class if you want. Enter a name or identifier for the action item. When you press RETURN, ALL-IN-1 checks the action item name you entered against a list of existing action items in that Class. If an action item with that name already exists in that Class, ALL-IN-1 does not let you create another one. If no action item with that name exists, ALL-IN-1 lets you enter a schedule date, description, due date, and priority for the action item. When you press RETURN, ALL-IN-1 schedules the action item on your calendar, lists the action item information in your Action Item List, and returns you to the menu from which you entered the Create option.

The default schedule date is the current system date. The default due date is the date that is listed in the Current Action Item Block.

When you return to the Action Items menu, ALL-IN-1 displays the date, Class name, and Item name of the newly scheduled action item in the Current Action Item Block.

Rescheduling an Action Item

The Edit (E) option lets you change the schedule date, description, due date, priority, status, closure date, and/or closure description of the action item that is listed in the Current Action Item Block. This option is available from the Action Items menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu. Use the Select option to choose the action item you want to reschedule.

To reschedule an action item:

- 1 Enter E.
- 2 Make whatever changes you want.

ALL-IN-1 displays the Action Items form. Make the necessary changes. When you press RETURN, ALL-IN-1 reschedules the action item on your calendar, updates the information in your Action Item List, and returns you to the menu from which you entered the Edit option.

Canceling an Action Item

The Delete (D) option lets you cancel a scheduled action item. This option is available from the Action Items menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu. Use the Select option to choose the action item you want to cancel.

To cancel an action item:

- 1 Enter D.

ALL-IN-1 displays the Action Items form, which contains the Class, Item, schedule date, description, due date, priority, status, closure date, and closure description of the action item. Press RETURN to cancel the action item. ALL-IN-1 removes the action item from your calendar, removes the action item information from your Action Item List, and returns you to the

menu from which you entered the Delete option. When you return to the Action Items menu, ALL-IN-1 removes the Item name from the Item field in the Current Action Item Block.

If you do not want to cancel the action item, press EXIT SCREEN; ALL-IN-1 returns you to the menu from which you entered the Delete option and does not remove the action item from your calendar or the information from your Action Item List.

Printing an Action Item Description

The Print (P) option lets you create a paper copy of your personal calendar. This option is available from the Action Items menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To print a copy of your calendar:

Enter P.

ALL-IN-1 displays the Print Options menu. Refer to the Time Management – Print and Display Events Options chapter in this book for information on the options available from this menu.

Reading an Action Item Description

The Read (R) option lets you display the description of a scheduled action item. This option is available from the Action Items menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu. Use the Select option to choose the action item you want to display.

To display an action item description:

Enter R.

ALL-IN-1 displays the Action Items form with the Class, Item, schedule date, description, due date, priority, status, closure date, and closure description of the action item. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the Read option.

Displaying All Scheduled Events

The Display Events (DE) option lets you display your calendar for a specified day, week, or month. This option is available from the Action Items menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To display your calendar:

Enter DE.

ALL-IN-1 displays the Display Events menu. Refer to the Time Management – Print and Display Events Options chapter in this book for information on using the options available from this menu.

Answering a Meeting Request

The Answer Meeting Request (AM) option lets you respond to a request to attend a meeting. This option is available from the Action Items menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

If you receive a meeting notification but do not respond to it at the time you read it, it becomes a *meeting waiting*. The number of meetings waiting for a response displays on all the Time Management Subsystem menus, as well as on the ALL-IN-1 Main Menu.

When you enter the Answer Meeting Request option, ALL-IN-1 finds the first meeting request that has not been answered and lets you answer it.

To answer a meeting request:

- 1 Enter AM.
- 2 Enter whether or not you can attend.
- 3 Enter a brief comment in the Comment field, if you want.
- 4 Enter the total amount of time needed to travel to and from the meeting.
- 5 Enter additional comments or enclose a document, if you want.

ALL-IN-1 displays the Reply to Meeting Requests form containing the scheduler, date, time, purpose, and location of the meeting. Enter whether or not you can attend the meeting; the default for this field is YES. If you want to make a brief comment about the meeting, enter it in the Comment field. Enter the total amount of time you need to travel to and return from the meeting. When you press RETURN, ALL-IN-1 asks if you want to add further comments. If you respond Y (yes) and press RETURN, ALL-IN-1 places you in your default editor. You can add further comments or enclose a document with your reply. When you press Gold F, or if you respond N (no) to the further comments prompt and press RETURN, ALL-IN-1 schedules the meeting on your calendar, mails your reply to the scheduler of the meeting, and returns you to the Meetings menu.

Whether or not you can attend the meeting, ALL-IN-1 searches your calendar for free time slots and includes a list of these in the response mailed to the scheduler of the meeting. The scheduler of the meeting can reschedule the meeting according to your free time slots.

CAUTION: *ALL-IN-1 schedules the meeting on your calendar even if you enter N (No) to attending the meeting.*

Hint:

- Use the options on the Get Document Menu to enclose a document with your reply. Refer to the Special Menus chapter in this book for information on the Get Document Menu.

Changing a Calendar's Owner

The Set Owner (SO) option lets you specify the person into whose calendar you can make entries. All subsequent entries are made into this person's calendar file, not yours. This option is available from the Action Items menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To set owner to someone else you must have the following:

- Set Owner privilege. This can only be given to you by your ALL-IN-1 system manager.
- Scheduling access to the other person's calendar. This can be given to you only by the person whose calendar you want to access.

- VMS file protection access to the other person's calendar file.

If you are missing any one of the above three items, you cannot set owner to that person.

To set owner:

- 1 Enter SO.
- 2 Enter the name of the person whose calendar you want to schedule on.

ALL-IN-1 displays the Select Owner form. Enter the name of the person into whose calendar you want to make entries. When you press RETURN, ALL-IN-1 checks the name you entered against a list of people who have given you access to their calendars. If you do not have access to that person's calendar, ALL-IN-1 does not let you set owner to it. If you do have access to that person's calendar, ALL-IN-1 sets owner to it, returns you to the Action Items menu, and displays that person's name in the Owner field of the Current Action Item Block.

Displaying the Advanced Calendar

The Advanced Calendar (AC) option lets you display a form that contains a calendar like the one on the Action Items menu, a listing of action items and reminders for the current date, and a Time of Day area that shows the occupied time slots. Figure 14-2 shows an example of the Advanced Calendar display. The Advanced Calendar option is available from the Action Items menu, where it appears as an option, and the Additional Options menu.

To display the Advanced Calendar:

Enter AC.

ALL-IN-1 displays the Advanced Calendar on your terminal. Use the Calendar keys to change the current date. Refer to Table 14-2 in this chapter for a list of the calendar keys and their functions.

The Select, Create, Edit, Delete, Print, Read, Display Events, Answer Meeting Request, and Set Owner options, and the Additional Options menu are also available from the Advanced Calendar. Refer to the sections of this

chapter on selecting, scheduling, rescheduling, printing, reading, displaying events, answering meeting requests, setting owner, and additional options for information on using these options.

Phil Ward		Tue 7-May-1985	
WARD		Action Items For Fri 10-May-1985	
A	IPR A2 0	File status report	
R	6 A2 0	Send list of pages to Mike Merchant	
Time of Day			
	8 9 10 11 12 1 2 3 4 5 6 7	May 1985	
Fri	*****	S M T W T F S	
Sat		1 2 3 4	
Sun		5 6 7 8 9(10)11	
Mon	****	12 13 14 15 16 17 18	
Tue		19 20 21 22 23 24 25	
Wed		26 27 28 29 30 31	
Thu	**		

Enter Option (SEL,C,E,D,P,R,AM,DE,SO,M) and Press Return

Figure 14-2 Example of Advanced Calendar Display

The Advanced Calendar display contains three sections: the list section on the top, and the Time of Day and calendar display sections on the bottom.

The list section shows the action items and reminders for the selected date giving an *A* for an action item or an *R* for a reminder, and the name, priority, status, and description of the action item or reminder.

The calendar display section shows the calendar for the selected month. Angle brackets, *< >*, enclose the selected date.

The Time of Day section shows the distribution of events for the selected date by displaying asterisks in the corresponding time slots. Each asterisk represents 15 minutes. ALL-IN-1 displays an asterisk in a time slot even if the scheduled event is less than 15 minutes.

You can change which line of the Time of Day section contains the selected date's day of the week by changing the number in the Advanced Cal. Day Position field in your User Profile. A 1 in this field causes the selected date to display on the first line, letting you see the six days following the selected date. A 7 in this field causes the selected date to display on the last line, letting you see the six days preceding the selected date. A 4 in this field causes the selected date to display on the fourth line, letting you see the three preceding days and the three following days. Refer to the User Setup chapter in this book for information on accessing your User Profile.

Additional Options

The More Options (M) option lets you display a list of action items and close an action item. This option is available from the Action Items, Print Options, and Display Events menus, and from the Advanced Calendar display, although it does not appear on the menus or display.

To access the additional options:

Enter M.

ALL-IN-1 displays the Additional Options menu on the bottom half of the screen. Table 14-4 lists the options available from this menu. Review this table to become familiar with these options.

Hint:

- Pressing Gold A also displays the Additional Options menu.

Table 14-4 Additional Options Menu Options

Use		To
I	Index	Display a list of action items.
CL	Close Item	Close an action item.
ME	Meetings	Access the Meetings Subsystem.
RE	Reminders	Access the Reminders Subsystem.
AP	Appointments	Access the Appointments Subsystem.
TD	To-do list	Access the To-Do List Subsystem.

The Select, Create, Edit, Delete, Print, Read, Display Events, Answer Meeting Request, Set Owner, Advanced Calendar, and Training options are also available from the Additional Options menu. Refer to the sections of this chapter on selecting, scheduling, rescheduling, canceling, printing, reading, displaying events, answer meeting requests, setting owner, and Advanced Calendar for information on using these options.

Refer to the Meetings, Reminders, Appointments, and To-Do List chapters in this book for information on these subsystems.

Displaying a List of Action Items. The Index (I) option lets you display a list of action items. This option is available from the Additional Options menu, where it appears as an option, the Action Items menu, and the Advanced Calendar display.

NOTE: *This option does not create a Selection List.*

To display a list of action items:

- 1 Enter I.
- 2 Enter information into any or all of the following fields:
 - Action Class
 - Action Item
 - Schedule Date

- Priority
- Status

ALL-IN-1 displays the Index of Action Item form, which is illustrated in Figure 14-3. You may enter information into any or all of the fields listed in step 2 above. When you press RETURN, ALL-IN-1 searches your list of action items for those items that match the information you entered into the fields on the Index of Action Item form. ALL-IN-1 displays the list of action items that match the search criteria.

Index of Action Item

Action Class: _____
Action Item: _____
Schedule Date: _____
Description: _____
Due Date: _____
Priority: _____ (more...)
Status: _____

Figure 14-3 Short Index of Action Item Form

To give more specific search criteria:

- 1 Enter I.
- 2 Press Gold A.
- 3 Enter information into any or all of the fields on the form.

ALL-IN-1 displays the Index of Action Item form, which is illustrated in Figure 14-3. When you press Gold A, ALL-IN-1 displays the Index of Action Item form, which is illustrated in Figure 14-4. You may enter information into any or all of the fields. When you press RETURN, ALL-IN-1 searches

your list of action items for those items that match the information you specified and displays the list giving the Class, Item, description, and due date.

Index of Action Item	
Action Class:	_____
Action Item:	_____
Schedule Date:	_____
Description:	_____ _____
Due Date:	_____
Priority:	__
Status:	-
Closure Date:	_____
Closure Desc:	_____ _____

Figure 14-4 Long Index of Action Item Form

Closing an Action Item. The Close Item (CL) option lets you enter the date the action item was completed and a description of what action was taken. Use the Select option to choose the action item you want to close. The Close Item option is available from the Additional Options menu, where it appears as an option, the Action Items menu, and the Advanced Calendar display.

To close an action item:

- 1 Enter CL.
- 2 Enter the date the action item was completed.

- 3 Enter a description of the action taken to complete the action item.

ALL-IN-1 displays the Close Action Item form containing the Class name, Item name, schedule date, description, due date, priority, and status of the current action item. Enter the date the action item was completed and a description of the action taken. When you press RETURN, ALL-IN-1 updates the entry for the current action item in your Action Item List and returns you to the menu from which you entered the Close Item option.

The To-Do List Subsystem, which is part of the Time Management Subsystem, lets you maintain a list of tasks that you want to remember but that do not need to be completed by a specific date. You can schedule, reschedule, cancel, and display tasks on your To-Do List.

If you use a hard-copy terminal, or operate ALL-IN-1 in Hard Copy Mode, ALL-IN-1 does not display menus or forms on the terminal; instead, ALL-IN-1 displays prompts. Refer to the Hard Copy Mode chapter in this book for information on using ALL-IN-1 in Hard Copy Mode.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.

- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using the To-Do List Subsystem

The To-Do List (TD) option is available from the Time Management menu, and the Additional Options menu of the Meetings, Appointments, Reminders, and Action Items Subsystems, where it appears as an option. It is also available from the Meetings, Appointments, Reminders, and Action Items menus, and the Print Options menu.

To access the To-Do List Subsystem:

Enter TD.

ALL-IN-1 displays the To-Do List menu. Table 15-1 lists the options available from the To-Do List menu. Review this table to become familiar with the features of this subsystem. Pressing EXIT SCREEN returns you to the menu from which you entered the To-Do List option.

Table 15-1 To-Do List Menu Options

Use		To
SEL	Select	Choose which To-Do List item to make current.
C	Create	Schedule a To-Do List item.
E	Edit	Reschedule a To-Do List item.
D	Delete	Cancel a To-Do List item.
P	Print	Display the Print Options menu.
R	Read	Display a listing of To-Do List items for the selected date.
DE	Display Events	Display the Display Events menu.
AM	Answer Meeting Request	Respond to a request to attend a meeting.
SO	Set Owner	Change the owner of the calendar.

(continued)

Table 15-1 To-Do List Menu Options (Cont.)

Use	To
AC	Advanced Calendar Access the Advanced Calendar form.
TR	Training Access the Computer Based Instruction (CBI) training course.

Figure 15-1 shows the To-Do List menu.

```

Phil Ward                                Tue 7-May-1985

                                To-Do List

SEL  Select                               Owner:  WARD
C    Create                               Date:    Fri 10-May-1985
E    Edit                                Number:
D    Delete
P    Print
R    Read

DE   Display Events

AM   Answer Meeting Request
SO   Set Owner
AC   Advanced Calendar

TR   Training

                                May 1985
                                S M T W T F S
                                1 2 3 4
                                5 6 7 8 9(10)11
                                12 13 14 15 16 17 18
                                19 20 21 22 23 24 25
                                26 27 28 29 30 31

Enter selection and press RETURN          (more...)

```

Figure 15-1 To-Do List Menu

You may set the date in the Current Date Block by using the Select option. When you select a date ALL-IN-1 displays it, including the day of the week, in the Date field of the Current Date Block and encloses it in angle brackets, < >, on the calendar display on the To-do List menu.

You can also set the date by using the Calendar keys. Table 15-2 lists the Calendar keys and their functions. Review this table to become familiar with the Calendar key functions.

Table 15-2 Calendar Keys

Use	To
BACKSPACE or Gold Left Arrow (←)	Move back one day.
TAB or Gold Right Arrow (→)	Move forward one day.
Up Arrow (↑)	Move back one week.
Down Arrow (↓)	Move forward one week.
Gold Up Arrow (⬆)	Move back one month.
Gold Down Arrow (⬇)	Move forward one month.
Gold T	Move to today's date.

Selecting a To-Do List Task

The Select (SEL) option lets you choose the number for the To-Do List task you want to work with. The Select option is available from the To-Do List menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To select a To-Do List task:

- 1 Enter SEL.
- 2 Enter the number of the To-Do List task.

ALL-IN-1 displays the Select To-Do List Item form. Enter the number of the task you want to work with. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the Select option. When you return to the To-Do List menu, ALL-IN-1 displays the number of the task in the Current Task Block.

Creating a To-Do List Task

The Create (C) option lets you add a task to your To-Do List. This option is available from the To-Do List menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To create a To-Do List task:

- 1 Enter C.
- 2 Enter a priority for the To-Do List task.
- 3 Enter a status for the To-Do List task.
- 4 Enter a description for the To-Do List task.

ALL-IN-1 displays the To-Do List Item form. Enter a priority, status, and description for the To-Do List task. ALL-IN-1 uses a default priority of A1 and a default status of O (open). When you press RETURN, ALL-IN-1 prompts you to press RETURN if the entry is complete or EXIT SCREEN to correct it.

If you press RETURN, ALL-IN-1 adds the task to your To-Do List and returns you to the menu from which you entered the Create option. When you return to the To-Do List menu, ALL-IN-1 displays the number of the task in the Current Task Block.

If you press EXIT SCREEN, ALL-IN-1 returns you to the Priority field. Make the necessary corrections and press RETURN. When you press RETURN again, ALL-IN-1 adds the task to your To-Do List and returns you to the menu from which you entered the Create option.

Changing a To-Do List Task

The Edit (E) option lets you change the priority, status, and description of a task on your To-Do List. This option is available from the To-Do List menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu. Use the Select option to choose the task you want to change.

To change a To-Do List task:

- 1 Enter E.
- 2 Make whatever changes you want.

ALL-IN-1 displays the To-Do List Item form. Make the necessary changes and press RETURN. ALL-IN-1 instructs you to press RETURN if the information is correct or EXIT SCREEN if the information is not correct.

If you press RETURN, ALL-IN-1 updates the information in your To-Do List and returns you to the menu from which you entered the Edit option.

If you press EXIT SCREEN, ALL-IN-1 returns you to the Priority field. Make the necessary corrections and press RETURN. Press RETURN again to update the information in your To-Do List and return to the menu from which you entered the Edit option.

Canceling a To-Do List Task

The Delete (D) option lets you cancel a To-Do List task. This option is available from the To-Do List menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu. Use the Select option to choose the task you want to remove from your To-Do List.

To cancel a To-Do List task:

- Enter D.

ALL-IN-1 displays the To-Do List Item form. This form contains the number, priority, status, and description of the To-Do List task. Press RETURN to cancel the To-Do List task or press EXIT SCREEN to cancel the delete operation.

If you press RETURN, ALL-IN-1 removes the task from your To-Do List and returns you to the menu from which you entered the Delete option. If you press EXIT SCREEN, ALL-IN-1 returns you to the menu from which you entered the Delete option but does not remove the task from your To-Do List. When you return to the To-Do List menu, ALL-IN-1 removes the task's number from the Current Task Block.

Printing a To-Do List

The Print (P) option lets you create a paper copy of your calendar or To-Do List. This option is available from the To-Do List menu, where it appears as an option, the Advanced Calendar display, and the Additional Options and Display Events menus.

To print a copy of your calendar or To-Do List:

Enter P.

ALL-IN-1 displays the Print Options menu. Refer to the Time Management – Print and Display Events Options chapter in this book for information on the options available from this menu.

Reading a To-Do List Task Description

The Read (R) option lets you display the description of a task on your To-Do List. This option is available from the To-Do List menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu. Use the Select option to choose the task you want to display.

To display a To-Do List task description:

Enter R.

ALL-IN-1 displays the To-Do List Item form with the number, priority, status, and description of the To-Do List task. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the Read option.

Displaying All Scheduled Events

The Display Events (DE) option lets you display your calendar or To-Do List. This option is available from the To-Do List menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To display your calendar or To-Do List:

Enter DE.

ALL-IN-1 displays the Display Events menu. Refer to the Time Management – Print and Display Events Options chapter in this book for information on the options available from this menu.

Answering a Meeting Request

The Answer Meeting Request (AM) option lets you respond to a request to attend a meeting. This option is available from the To-Do List menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

If you receive a meeting notification but do not respond to it at the time you read it, it becomes a *meeting waiting*. The number of meetings waiting for a response displays on all the Time Management Subsystem menus, as well as on the ALL-IN-1 Main Menu.

When you enter the Answer Meeting Request option, ALL-IN-1 finds the first meeting request that has not been answered and lets you answer it.

To answer a meeting request:

- 1 Enter AM.
- 2 Enter whether or not you can attend.
- 3 Enter a brief comment in the Comment field, if you want.
- 4 Enter the total amount of time needed to travel to and from the meeting.
- 5 Enter additional comments or enclose a document, if you want.

ALL-IN-1 displays the Reply to Meeting Requests form containing the scheduler, date, time, purpose, and location of the meeting. Enter whether or not you can attend the meeting; the default for this field is YES. If you want to make a brief comment about the meeting, enter it in the Comment field. Enter the total amount of time you need to travel to and return from the meeting. When you press RETURN, ALL-IN-1 asks if you want to add further comments. If you respond Y (yes) and press RETURN, ALL-IN-1 places you in your default editor. You can add further comments or enclose a document with your reply. When you press Gold F, or if you respond N (no) to the further comments prompt and press RETURN, ALL-IN-1 schedules the meeting on your calendar, mails your reply to the scheduler of the meeting, and returns you to the Meetings menu.

Whether or not you can attend the meeting, ALL-IN-1 searches your calendar for free time slots and includes a list of these in the response mailed to the scheduler of the meeting. The scheduler of the meeting can reschedule the meeting according to your free time slots.

CAUTION: *ALL-IN-1 schedules the meeting on your calendar even if you enter N (No) to attending the meeting.*

Hint:

- Use the options on the Get Document Menu to enclose a document with your reply. Refer to the Special Menus chapter in this book for information on the Get Document Menu.

Changing a Calendar's Owner

The Set Owner (SO) option lets you specify the person into whose calendar you can make entries. All subsequent entries are made into this person's calendar file, not yours. This option is available from the To-Do List menu, where it appears as an option, the Advanced Calendar display, and the Additional Options menu.

To set owner to someone else you must have the following:

- Set Owner privilege. This can only be given to you by your ALL-IN-1 system manager.
- Scheduling access to the other person's calendar. This can be given to you only by the person whose calendar you want to access.

- VMS file protection access to the other person's calendar file.

If you are missing any one of the above three items, you can not set owner to that person.

To set owner:

- 1 Enter SO.
- 2 Enter the name of the person on whose calendar you want to schedule.

ALL-IN-1 displays the Select Owner form. Enter the name of the person into whose calendar you want to make entries. When you press RETURN, ALL-IN-1 checks the name you entered against a list of people who have given you access to their calendars. If you do not have access to that person's calendar, ALL-IN-1 does not let you set owner to it. If you do have access to that person's calendar, ALL-IN-1 sets owner to it, returns you to the To-Do List menu, and displays that person's name in the Owner field of the Current Task Block.

Displaying the Advanced Calendar

The Advanced Calendar (AC) option lets you display a form that contains a calendar like the one on the To-Do List menu, a listing of your To-Do List tasks, and a Time of Day area that shows the occupied time slots. Figure 15-2 shows an example of the Advanced Calendar display. The Advanced Calendar option is available from the To-Do List menu, where it appears as an option, and the Additional Options menu.

To display the Advanced Calendar:

Enter AC.

ALL-IN-1 displays the Advanced Calendar on your terminal. You can use the Calendar keys to change the current date. Refer to Table 15-2 in this chapter for a list of the keys and their functions.

The Select, Create, Edit, Delete, Print, Read, Display Events, Answer Meeting Request, and Set Owner options, and the Additional Options menu are also available from the Advanced Calendar. Refer to the sections of this

Enter Option (SEL,C,E,D,P,R,AM,DE,SO,M) and Press Return

The Advanced Calendar display contains three sections: the list section on the top, and the Time of Day and calendar display sections on the bottom.

The list section shows the tasks on your To-Do List giving the number, priority, status, and description of the task.

The calendar display section shows the calendar for the selected month. Angle brackets, < >, enclose the selected date.

The Time of Day section shows the distribution of events for the selected date by displaying asterisks in the occupied time slots. Each asterisk represents 15 minutes. ALL-IN-1 displays an asterisk in a time slot even if the scheduled event is less than 15 minutes.

You can change which line of the Time of Day section contains the selected date's day of the week by changing the number in the Advanced Cal. Day Position field in your User Profile. A 1 in this field causes the selected date to display on the first line, letting you see the six days following the selected date. A 7 in this field causes the selected date to display on the last line, letting you see the six days preceding the selected date. A 4 in this field causes the selected date to display on the fourth line, letting you see the three preceding days and the three following days. Refer to the User Setup chapter in this book for information on accessing your User Profile.

Additional Options

The More Options (M) option lets you reset your base To-Do List number and access the other Time Management subsystems. This option is available from the To-Do List, Print Options, and Display Events menus, and from the Advanced Calendar display, although it does not appear on the menus or display.

To access the additional options:

Enter M.

ALL-IN-1 displays the Additional Options menu. Table 15-3 lists the options available from this menu. Review this table to become familiar with these options.

Hint:

- Pressing Gold A also displays the Additional Options menu.

Table 15-3 Additional Options Menu Options

Use		To
RN	Reset base list number	Give lower numbers to your To-Do List tasks.
ME	Meetings	Access the Meetings Subsystem.
RE	Reminders	Access the Reminders Subsystem.
AP	Appointments	Access the Appointments Subsystem.
AI	Action Items	Access the Action Items Subsystem.

The Select, Create, Edit, Delete, Print, Read, Display Events, Answer Meeting Request, Set Owner, Advanced Calendar, and Training options are also available from the Additional Options menu. Refer to the sections of this chapter on selecting, creating, changing, deleting, printing, reading, displaying events, answering meeting requests, setting owner, and Advanced Calendar for information on using these options.

Refer to the Meetings, Reminders, Appointments, and Action Items chapters of this book for information on these subsystems.

Resetting the Base List Number. The Reset Base List Number (RN) option lets you reset your base To-Do List task number to a lower number. This option is available from the Additional Options menu, where it appears as an option, the To-Do List menu, and the Advanced Calendar display.

When you create a To-Do List task, ALL-IN-1 assigns it the lowest possible unused number. For example, if you have To-Do List tasks numbered 1, 2, and 3 and create another one, ALL-IN-1 assigns it the number 4, even if you have deleted one of the first three. If you want ALL-IN-1 to use the numbers of deleted To-Do List tasks for new tasks, use the Reset Base List Number option to tell ALL-IN-1 from what number to begin assigning To-

Do List task numbers. For example, if you have deleted To-Do List task 2 and want ALL-IN-1 to use that number for the next task you create, use the Reset Base List Number option and specify 2.

To reset your base To-Do List task number:

- 1 Enter RN.
- 2 Enter the new base number.

ALL-IN-1 asks you to enter the new base number. Enter the number at which you want ALL-IN-1 to begin assigning numbers to To-Do List tasks that you create. When you press RETURN, ALL-IN-1 assigns the number you specify as the next number to be assigned to a To-Do List task, and returns you to the menu from which you entered the Reset Base List Number option.

Time Management — Print and Display Events Options

The Print (P) and Display Events (DE) options are available from the Meetings, Appointments, Reminders, Action Items, and To-Do List Subsystems. The Print option is also available from the Advanced Calendar display and from the Additional Options menu of these subsystems, although it does not appear as an option on either.

If you use a hard-copy terminal, or operate ALL-IN-1 in Hard Copy Mode, ALL-IN-1 does not display menus or forms on the terminal; instead, ALL-IN-1 displays prompts. Refer to the Hard Copy Mode chapter in this book for information on using ALL-IN-1 in Hard Copy Mode.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.

- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using the Time Management Print Option

The Print (P) option lets you create a paper copy of your schedule, Reminder/Action Item List, and To-Do List. Use the Select option to choose the date whose schedule and/or reminders you want to print.

To create a paper copy of your schedule or reminder lists:

Enter P.

ALL-IN-1 displays the Print Options menu. Table 16-1 lists the options available from this menu. Review this table to become familiar with the features of this menu. When you press EXIT SCREEN, ALL-IN-1 returns you to the menu from which you entered the Print option. If you entered the Print option from an Additional Options menu, ALL-IN-1 returns you to the subsystem menu from which you entered the More Options option.

Table 16-1 Print Options Menu Options

Use		To
DS	Day's schedule	Print a list of a day's meetings and appointments.
WS	Week's schedule	Print a list of a week's meetings and appointments.
MO	Month overview	Print a copy of a month's calendar.
CO	Conflicts	Print a list of a day's conflicts.
A	All events	Print a list of a day's meetings, appointments, reminders, and action items.
DR	Day's reminders/action items	Print a list of a day's reminders and action items.

(continued)

Table 16-1 Print Options Menu Options (Cont.)

Use	To
WR Week's reminders/action items	Print a list of a week's reminders and action items.
TL To-do list	Print a copy of your To-Do List.
TC Two Calendars	Print a list of your meetings and appointments and a list of another user's meetings and appointments.

The Select, Create, Edit, Delete, and Read options are also available from the Print Options menu. Refer to the Meetings, Appointments, Reminders, Action Items, and To-Do List chapters in this book for information on these options.

Printing a Day's Schedule

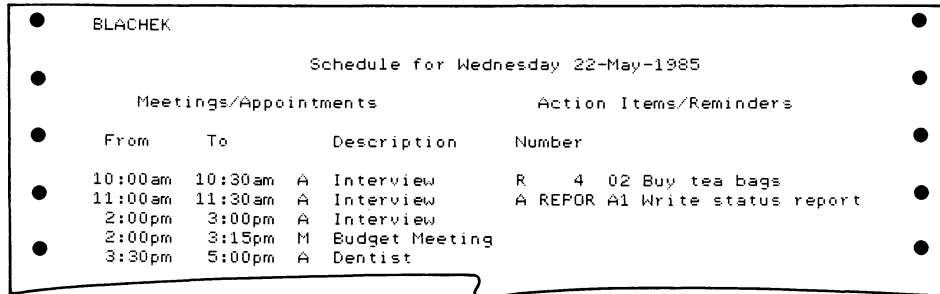
The Day's Schedule (DS) option lets you create a paper copy of the meetings and appointments for the current date. This option is available from the Print Options menu, where it appears as an option. Use the Select option to choose the date whose meetings and appointments you want to print.

To print a day's schedule:

Enter DS.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 prints a list of the current day's meetings and appointments on the specified printer. The list contains the starting and ending times, an *M* for a meeting, and a description of the meetings and appointments for the current date.

Figure 16-1 shows an example of the printed listing created by the Day's Schedule option.



BLACHEK	
Schedule for Wednesday 22-May-1985	
Meetings/Appointments	
From	To
10:00am	10:30am
11:00am	11:30am
2:00pm	3:00pm
2:00pm	3:15pm
3:30pm	5:00pm

Action Items/Reminders	
Number	
R 4 02	Buy tea bags
A REPOR A1	Write status report

Figure 16-1 Example Printed Listing of Day's Schedule

Printing a Week's Schedule

The Week's Schedule (WS) option lets you create a paper copy of the meetings and appointments for the week containing the current date. This option is available from the Print Options menu, where it appears as an option. Use the Select option to choose a date in the week whose meetings and appointments you want to print.

To print a week's schedule:

Enter WS.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 prints a copy of the selected week's meetings and appointments on the specified printer. The list contains the hours of the day in increments, the days of the workweek, the name of the meeting or appointment across from the time it is scheduled to start, asterisks across from the occupied time slots, and *MULTIPLE* if more than one meeting and/or appointment is scheduled for a time slot.

Figure 16-2 shows an example of the printed listing created by the Week's Schedule option. In this example, the hours are listed in 15 minute increments. However, you can change the increments by changing the

value in the Calendar Time Increment field on your User Profile. Refer to the User Setup chapter in this book for information on changing your User Profile.

BURLEW					
Schedule for the week of 22-May-1984					
	Monday	Tuesday	Wednesday	Thursday	Friday
	21-May-1984	22-May-1984	23-May-1984	24-May-1984	25-May-1984
12:00am	.	.	.	.	.
.	.	.	.	.	.
10:00am	#Budget	.	.	.	.
10:15am	***				
10:30am	***			Interview	
10:45am	***			***	
11:00am	.	.	.	.	.
.	.	.	.	.	.
3:00pm	*MULTIPLE*	.	#Review	.	.
3:15pm	***		***	.	.
3:30pm			***	.	.
.	.	.	.	.	.
.	.	.	.	.	.
12:00pm	.	.	.	.	.

Figure 16-2 Example Printed Listing of Week's Schedule

Printing a Month's Calendar

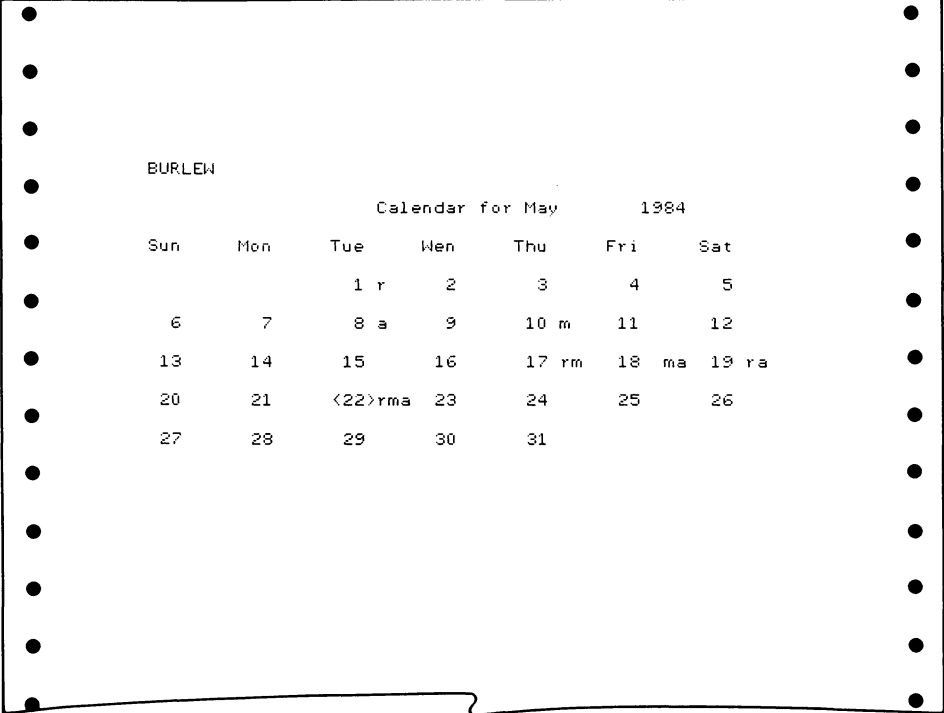
The Month Overview (MO) option lets you create a paper copy of a calendar for the current month. This option is available from the Print Options menu, where it appears as an option. Use the Select option to choose a date in the month whose calendar you want to print.

To print a month's overview of your schedule:

Enter MO.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 prints a copy of the selected month's calendar on the specified printer. Days on which meetings, appointments, reminders, or action items are scheduled are marked with an *m* (meeting), *a* (appointment), and/or *r* (reminder or action item). The current date will be enclosed in angle brackets, *< >*.

Figure 16-3 shows an example of the printed listing created by the Month Overview option.



BURLEW						
Calendar for May 1984						
Sun	Mon	Tue	Wen	Thu	Fri	Sat
		1 r	2	3	4	5
6	7	8 a	9	10 m	11	12
13	14	15	16	17 rm	18 ma	19 ra
20	21	<22>rma	23	24	25	26
27	28	29	30	31		

Figure 16-3 Example of Printed Month Overview

Printing a List of Conflicts

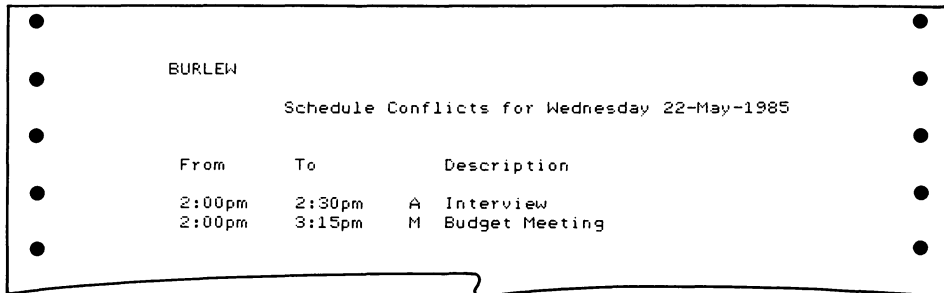
The Conflicts (CO) option lets you create a paper copy list of meetings and/or appointments that are scheduled for the same time as or overlap with other meetings and/or appointments. This option is available from the Print Options menu, where it appears as an option. Use the Select option to choose the date whose conflicts you want to print.

To print a list of conflicts:

Enter CO.

ALL-IN-1 displays the Printing Documents form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 prints a list of the current date's conflicts on the specified printer. The list contains the starting and ending times, a *Y* if the meeting or appointment is confidential or an *N* if it is not, and a description of the meetings and/or appointments that are in conflict.

Figure 16-4 shows an example of the printed listing created by the Conflicts option.



BURLEW		
Schedule Conflicts for Wednesday 22-May-1985		
From	To	Description
2:00pm	2:30pm	A Interview
2:00pm	3:15pm	M Budget Meeting

Figure 16-4 Example Printed Listing of Conflicts

Printing a List of Your Scheduled Events

The All Events (A) option lets you create a paper copy list of all meetings, appointments, reminders, and action items for the current date. This option is available from the Print Options menu, where it appears as an option. Use the Select option to choose the date whose schedule you want to print.

To print a list of meetings, appointments, reminders, and action items:

Enter A.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 prints a list of meetings, appointments, reminders, and action items for the current date on the specified printer. The list contains the starting and ending times for meetings and appointments, a *Y* if the meeting or appointment is confidential or an *N* if it is not, a description of the meetings and appointments, an *R* for a reminder, an *A* for an action item, the reminder number, the action item name, the priority of the reminders and action items, and a description of the reminders and action items.

Figure 16-5 shows an example of the printed listing created by the All Events option.

BLACHEK		Schedule for Wednesday 22-May-1985	
From	To	Description	
10:00am	10:30am	A	Interview
11:00am	11:30am	A	Interview
2:00pm	3:00pm	A	Interview
2:00pm	3:15pm	M	Budget Meeting
3:30pm	5:00pm	A	Dentist

Figure 16-5 Example Printed Listing of All Events

Printing a Day's Reminders and Action Items

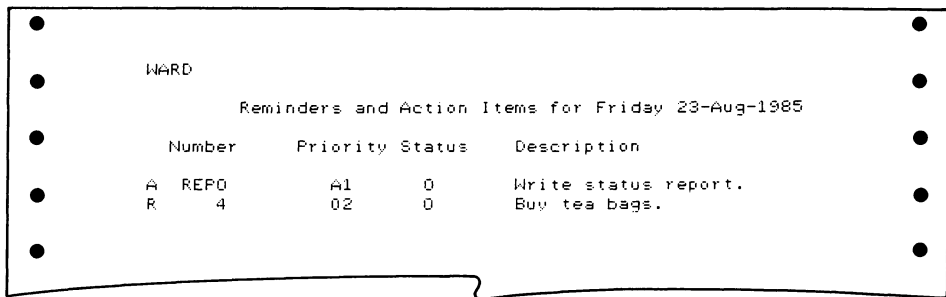
The Day's Reminders/Action Items (DR) option lets you create a paper copy list of reminders and action items for the current date. This option is available from the Print Options menu, where it appears as an option. Use the Select option to choose the date whose reminders and action items you want to print.

To print a list of reminders and action items:

Enter DR.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 prints a list of the current day's reminders and action items on the specified printer. The list contains an *A* for an action item, an *R* for a reminder, the action item name, the reminder number, the priority of the action items and reminders, the status of the action items and reminders, and a description of the action items and reminders.

Figure 16-6 shows an example of the printed listing created by the Day's Reminders/Action Items option.



WARD				
Reminders and Action Items for Friday 23-Aug-1985				
	Number	Priority	Status	Description
A	REPO	A1	0	Write status report.
R	4	02	0	Buy tea bags.

Figure 16-6 Example Printed Listing of Day's Reminders/Action Items

Printing a Week's Reminders and Action Items

The Week's Reminders/Action Items (WR) option lets you create a paper copy list of the current week's reminders and action items. This option is available from the Print Options menu, where it appears as an option. Use the Select option to choose a date in the week whose reminders and action items you want to print.

To print a week's reminders and action items:

Enter WR.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 prints a list of the selected week's reminders and action items on the specified printer. The list contains the days of the workweek with an *A* for an action item or an *R* for a reminder and a brief description of the action item or reminder under the appropriate day.

Figure 16-7 shows an example of the printed listing created by the Week's Reminders/Action Items option.

	Monday 21-May-1984	Tuesday 22-May-1984	Wednesday 23-May-1984	Thursday 24-May-1984	Friday 25-May-1984
1		RBuy tea bal			
2		AWrite stat			
3					RSend list

Figure 16-7 Example Printed Listing of Week's Reminders/Action Items

Printing a To-Do List

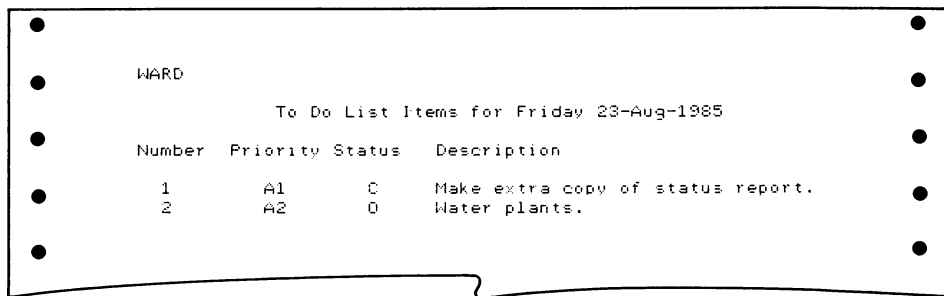
The To-Do List (TL) option lets you create a paper copy of your To-Do List. This option is available from the Print Options menu, where it appears as an option.

To print your To-Do List:

Enter TL.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 prints a copy of your To-Do List on the specified printer. The list contains the number, priority, status, and description of all your To-Do List tasks.

Figure 16-8 shows an example of the printed listing created by the To-Do List option.



Number	Priority	Status	Description
1	A1	C	Make extra copy of status report.
2	A2	D	Water plants.

Figure 16-8 Example Printed Listing of To-Do List

Printing Your Schedule and Another User's Schedule

The Two Calendars (TC) option lets you create a paper copy list of your meetings and appointments and another user's meetings and appointments for the current date. This option is available from the Print Options menu, where it appears as an option. Use the Select option to choose the date whose meetings and appointments you want to print.

You must have Read Access to the other user's calendar to use this option.

To print your schedule and another user's schedule:

- 1 Enter TC.
- 2 Enter the name of the other user whose schedule you want to print.

ALL-IN-1 asks you to enter the name of the person whose schedule you want to print. When you press RETURN, ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 prints a list of your meetings and appointments and the other user's meetings and appointments for the current date. The list contains the hours of the day in increments, the description of the meeting or appointment, asterisks across from the occupied time slots, and *MULTIPLE* if more than one meeting and/or appointment is scheduled for a time slot. This information is shown for you and for the person whose name you specified.

Figure 16-9 shows an example of the printed listing created by the Two Calendars option. In this example, the hours are listed in 15 minute increments. However, you can change the increments by changing the value in the Calendar Time Increment field on your User Profile. Refer to the User Setup chapter in this book for information on changing your User Profile.

BURLEW		Schedule for Friday 28-Jun-1985		VELEZ	
BURLEW	Time	Description		Time	Description
	12:00am			12:00am	
	.			.	
	.			.	
	10:00am	#Budget		10:00am	
	10:15am	***		10:15am	
	10:30am	***		10:30am	Interview
	10:45am	***		10:45am	***
	11:00am			11:00am	
	.			.	
	.			.	
	3:00pm	*MULTIPLE*		3:00pm	#Review
	3:15pm	***		3:15pm	***
	3:30pm			3:30pm	***
	.			.	
	.			.	
	12:00pm			12:00pm	

Figure 16-9 Example Printed Listing of Two Calendars

Using the Time Management Display Events Option

The Display Events (DE) option lets you display your schedule, Reminder/Action Item List, and To-Do List on your terminal. This option is available from the Meetings, Appointments, Reminders, Action Items, and To-Do List Subsystems. Use the Select option to choose the date whose schedule and/or reminders you want to display.

To display your schedule or Reminder List:

Enter DE.

ALL-IN-1 displays the Display Events menu. Table 16-2 lists the options available from this menu. Review this table to become familiar with the features of this menu. When you press EXIT SCREEN, ALL-IN-1 returns you to the menu from which you entered the Display Events option.

Table 16-2 Display Events Menu Options

Use		To
DS	Day's schedule	Display a list of a day's meetings and appointments.
WS	Week's schedule	Display a list of a week's meetings and appointments.
MO	Month overview	Display a copy of a month's calendar.
CO	Conflicts	Display a list of a day's conflicts.
A	All events	Display a list of a day's meetings, appointments, reminders, and action items.
DR	Day's reminders/action items	Display a list of a day's reminders and action items.
WR	Week's reminders/action items	Display a list of a week's reminders and action items.
TL	To-do list	Display a copy of your To-Do List.
TC	Two Calendars	Display a list of your meetings and appointments and a list of another user's meetings and appointments.

The Select, Create, Edit, Delete, and Read options are also available from the Display Events menu. Refer to the Meetings, Appointments, Reminders, Action Items, and To-Do List chapters in this book for information on these options. The Print option described in this chapter is also available from the Display Events menu.

The Display Events menu options are also available from the Meetings, Appointments, Reminders, Action Items, To-Do List, and Additional Options menus.

Displaying a Day's Schedule

The Day's Schedule (DS) option lets you display a list of the meetings and appointments for the current date. This option is available from the Display Events, Meetings, Appointments, Reminders, Action Items, and To-Do List menus. Use the Select option to choose the date whose meetings and appointments you want to display.

To display a day's schedule:

Enter DS.

ALL-IN-1 displays a list of the current day's meetings and appointments. The list contains the starting and ending times, an *M* for a meeting, and a description of the meetings and appointments for the current date. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the Day's Schedule option.

Figure 16-10 shows an example of the displayed listing created by the Day's Schedule option.

Schedule for Tuesday 05-Nov-1985		
WARD		
From	To	Description
10:00am	10:30am	A Interview
11:00am	11:30am	A Interview
2:00pm	3:00pm	M Schedule Meeting
3:30pm	5:00pm	A Dentist

Figure 16-10 Example Displayed Listing of Day's Schedule

Displaying a Week's Schedule

The Week's Schedule (WS) option lets you display a list of the week's meetings and appointments. This option is available from the Display Events, Meetings, Appointments, Reminders, Action Items, and To-Do List menus. Use the Select option to choose a date in the week whose meetings and appointments you want to display.

To display a week's schedule:

Enter WS.

ALL-IN-1 displays a list of the selected week's meetings and appointments on your terminal. The list contains the hours of the day in increments, the days of the workweek, the name of the meeting or appointment across from the time it is scheduled to start, asterisks across from the occupied time slots, and *MULTIPLE* if more than one meeting and/or appointment is scheduled for a time slot. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the Week's Schedule option.

Figure 16-11 shows an example of the displayed listing created by the Week's Schedule option. In this example, the hours are listed in 15 minute increments. However, you can change the increments by changing the value in the Calendar Time Increment field on your User Profile. Refer to the User Setup chapter in this book for information on changing your User Profile.

WARD						
Schedule for the Week of 12-Nov-1985						
	Monday	Tuesday	Wednesday	Thursday	Friday	
	11-Nov-1985	12-Nov-1985	13-Nov-1985	14-Nov-1985	15-Nov-1985	
12:00am	.	.	.	.	.	
.	.	.	.	.	.	
10:00am	*Budget	.	.	.	.	
10:15am	***	.	.	.	.	
10:30am	***	.	.	Interview	.	
10:45am	***	.	.	***	.	
11:00am	.	.	.	.	.	
.	.	.	.	.	.	
3:00pm	*MULTIPLE*	.	*Review	.	.	
3:15pm	***	.	***	.	.	
3:30pm	.	.	***	.	.	
.	.	.	.	.	.	
.	.	.	.	.	.	
12:00pm	.	.	.	.	.	

Figure 16-11 Example Displayed Listing of Week's Schedule

Displaying a Month's Calendar

The Month Overview (MO) option lets you display a copy of a calendar for a selected month. This option is available from the Display Events, Meetings, Appointments, Reminders, Action Items, and To-Do List menus. Use the Select option to choose a date in the month you want to display.

To display a month's overview of your schedule:

Enter MO.

ALL-IN-1 displays a copy of the selected month's calendar on your terminal. Days on which meetings, appointments, reminders, or action items are scheduled are marked with an *m* (meeting), *a* (appointment), and/or *r* (reminder or action item). The current date will be enclosed in angle brackets, < >. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the Month Overview option.

Figure 16-12 shows an example of the displayed listing created by the Month Overview option.

BURLEW

Today's Date: Tue 22-May-1984

May 1984						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 r	2	3	4	5
6	7	8 a	9	10 w	11	12
13	14	15	16	17 th	18 fr	19 sa
20	21	22 r	23	24	25	26
27	28	29	30	31		

Figure 16-12 Example of Displayed Month Overview

Displaying a List of Conflicts

The Conflicts (CO) option lets you display a list of meetings and/or appointments that are scheduled for the same time as or overlap with other meetings and/or appointments. This option is available from the Display Events, Meetings, Appointments, Reminders, Action Items, and To-Do List menus. Use the Select option to choose the date whose conflicts you want to display.

To display a list of conflicts:

Enter CO.

ALL-IN-1 displays a list of the current date's conflicts. The list contains the starting and ending times, a Y (yes) if the meeting or appointment is confidential or an N (no) if it is not, and a description of the meetings and/or appointments that conflict. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the Conflicts option.

Figure 16-13 shows an example of the displayed listing created by the Conflicts option.

Schedule Conflicts for Tuesday 19-Nov-1985		
WARD		
From	To	Description
2:00pm	3:00pm	A Interview
2:00pm	3:15pm	M Schedule Meeting

Figure 16-13 Example Displayed Listing of Conflicts

Displaying a List of Your Scheduled Events

The All Events (A) option lets you display a list of all meetings, appointments, reminders, and action items for the current date. This option is available from the Display Events, Meetings, Appointments, Reminders, Action Items, and To-Do List menus. Use the Select option to choose the date whose schedule you want to display.

To display a list of meetings, appointments, reminders, and action items:

Enter A.

ALL-IN-1 displays a list of meetings, appointments, reminders, and action items for the current date. The list contains the starting and ending times for meetings and appointments, a *Y* (yes) if the meeting or appointment is confidential or an *N* (no) if it is not, a description of the meetings and appointments, an *R* for a reminder, an *A* for an action item, the reminder number, the action item name, the priority of the reminders and action items, and a description of the reminders and action items. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the All Events option.

Figure 16-14 shows an example of the displayed listing created by the All Events option.

Schedule for Wednesday 20-Nov-1985				
WARD				
Meetings / Appointments			Action Items / Reminders	
From	To	Description	Number	Description
10:00am	11:00am	A Interview	R 4 02	Bank
11:00am	11:30am	M Schedule Meeting	A REPD A1	Write status report
2:15pm	4:00pm	A Accountant		

Figure 16-14 Example Displayed Listing of All Events

Displaying a Day's Reminders and Action Items

The Day's Reminders/Action Items (DR) option lets you display a list of the current date's reminders and action items. This option is available from the Display Events, Meetings, Appointments, Reminders, Action Items, and To-Do List menus. Use the Select option to choose the date whose reminders and action items you want to display.

To display a list of reminders and action items:

Enter DR.

ALL-IN-1 displays a list of the current date's reminders and action items. The list contains an *A* for an action item, an *R* for a reminder, the action item name, the reminder number, the priority, the status, and the description of the action items and reminders. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the Day's Reminders/Action Items option.

Figure 16-15 shows an example of the displayed listing created by the Day's Reminders/Action Items option.

```
Reminders And Action Items For Wednesday 20-Nov-1985
WARD
Number Priority Status Description
-----
A REPO      A1  C   Write status report
R   4       02  0   Bank
```

Figure 16-15 Example Displayed Listing of Day's Reminders/Action Items

Displaying a Week's Reminders and Action Items

The Week's Reminders/Action Items (WR) option lets you display a list of the current week's reminders and action items. This option is available from the Display Events, Meetings, Appointments, Reminders, Action Items, and To-Do List menus. Use the Select option to choose a date in the week whose reminders and action items you want to display.

To display a week's reminders and action items:

Enter WR.

ALL-IN-1 displays a list of the selected week's reminders and action items on your terminal. The list contains the days of the work week with an *A* for an action item or an *R* for a reminder, and a brief description of the action item or reminder under the appropriate day. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the Week's Reminders/Action Items option.

Figure 16-16 shows an example of the displayed listing created by the Week's Reminders/Action Items option.

Displaying a To-Do List

To display your To-Do List:

16-25

ALL-IN-1 displays your To-Do List. The list contains the number, priority, status, and description of all your To-Do List tasks. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the To-Do List option.

Figure 16-17 shows an example of the displayed listing created by the To-Do List option.

```

                                To-Do List Items For Friday    22-Nov-1985
WARD
Number Priority Status Description
-----
  1      A1      0   Buy envelopes
  2      02      C   Call personnel

```

Figure 16-17 Example Displayed Listing of To-Do List

Displaying Your Schedule and Another User's Schedule

The Two Calendars (TC) option lets you display a list of your meetings and appointments and another user's meetings and appointments for the current date. This option is available from the Display Events menu, where it appears as an option, and the Meetings, Appointments, Reminders, Action Items, and To-Do List menus. Use the Select option to choose the date whose meetings and appointments you want to display.

You must have Read Access to the other user's calendar to use this option.

To display your schedule and another user's schedule:

- 1 Enter TC.
- 2 Enter the name of the other user whose schedule you want to display.

ALL-IN-1 asks you to enter the name of the person whose schedule you want to display. When you press RETURN, ALL-IN-1 displays a list of your meetings and appointments and the other user's meetings and appointments for the current date. The list contains the hours of the day in increments, the description of the meeting or appointment, asterisks across from the times between the starting and ending times, and *MULTIPLE* if more than one meeting and/or appointment is scheduled for a time slot. ALL-IN-1 displays this information for you and for the person whose name you specified.

Figure 16-18 shows an example of the displayed listing created by the Two Calendars option. In this example, the hours are listed in 15 minute increments. However, you can change the increments by changing the value in the Calendar Time Increment field on your User Profile. Refer to the User Setup chapter in this book for information on changing your User Profile.

Schedules for Friday		28-Jun-1985	
BURLEW		VELEZ	
Time	Description	Time	Description
-----		-----	
12:00am		12:00am	
.		.	
.		.	
10:00am	*Budget	10:00am	
10:15am	***	10:15am	
10:30am	***	10:30am	*MULTIPLE*
10:45am	***	10:45am	***
11:00am		11:00am	
.		.	
.		.	
3:00pm	Interview	3:00pm	*Review
3:15pm	***	3:15pm	***
3:30pm		3:30pm	***
.		.	
.		.	
12:00pm		12:00pm	
-----		-----	

Use arrow keys to scroll display, press RETURN when finished

Figure 16-18 Example Displayed Listing of Two Calendars

The Directories Subsystem lets you access the phone numbers, addresses, and related information on ALL-IN-1 users, employees in your company, and personal contacts, and create and maintain distribution lists and nickname lists.

If you use a hard-copy terminal, or operate ALL-IN-1 in Hard Copy Mode, ALL-IN-1 does not display menus or forms on the terminal; instead, ALL-IN-1 displays prompts. Refer to the Hard Copy Mode chapter in this book for information on using ALL-IN-1 in Hard Copy Mode. Directory; ALL-IN-1 Phone Directory

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.

- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using the Directories Subsystem

The Directories (DIR) option is available from the Main Menu, the Desk Management menu, the Information Management menu, the Editor Menu, and the Interrupt Menu, where it appears as an option, and from any subsystem menu. Each option on the Directories menu represents a subsystem with its own menus and options.

To access the Directories Subsystem:

Enter DIR.

ALL-IN-1 displays the Directories menu. Table 17-1 lists the options available from the Directories menu. Review this table to become familiar with the features of this subsystem.

Table 17-1 Directories Menu Options

Use		To
COR	Corporate	Access the Corporate Phone Directory Subsystem.
PER	Personal	Access the Personal Phone Directory Subsystem.
ALL	ALL-IN-1 Users	Access the ALL-IN-1 Phone Directory Subsystem.
NI	Nicknames	Access the Nickname Management Subsystem.
DL	Distribution Lists	Access the Distribution List Management Subsystem.
TR	Training	Access the Computer Based Instruction (CBI) training course.

Refer to the Nickname Management chapter and the Distribution List Management chapter in this book for information on these two subsystems.

Corporate Phone Directory

The Corporate (COR) option lets you access the Corporate Phone Directory Subsystem. This subsystem lets you access a list of the phone numbers, addresses, and other information on company employees. The Corporate option is available from the Directories menu, where it appears as an option, the Personal Phone Directory menu, and the ALL-IN-1 Phone Directory menu.

The Corporate Phone Directory contains information about individuals in your company. This information is shared with other users on your system and can include the user's full name, title, business telephone number, home telephone number, department, address, computer network name, and comments.

To access the Corporate Phone Directory Subsystem:

Enter COR.

ALL-IN-1 displays the Corporate Phone Directory menu. Table 17-2 lists the options available from this menu. Review this table to become familiar with the features of this subsystem.

Table 17-2 Corporate Phone Directory Menu Options

Use		To
SEL	Select	Choose the entry you want to make current.
C	Create	Make entries into the directory.
E	Edit	Make changes to directory entries.
D	Delete	Remove entries from the directory.
P	Print	Create a brief or complete paper copy description of selected entries in the directory.
R	Read	Display the information for the current entry on the terminal.
I	Index	Create a Selection List of directory entries.

Selecting an Entry

The Select (SEL) option lets you choose the entry you want to work with. This option is available from the Corporate Phone Directory menu, where it appears as an option.

To select an entry:

- 1 Enter SEL.
- 2 Enter a name.

ALL-IN-1 displays the Select Name form. Enter the name of the person whose entry you want to make current. When you press RETURN, ALL-IN-1 returns you to the Corporate Phone Directory menu and displays this person's name, business telephone number, and personal telephone number in the Current Entry Block.

Hints:

- Clear the Name field and press Gold L or Gold S to display a list of all entries in the Corporate Phone Directory.
- Use the following keys to select an entry while on the Corporate Phone Directory menu without using the Select Name form:
 - Down Arrow to select the next name in the directory
 - Up Arrow to select the first name in the directory
 - Gold T to select the first name in the directory

Creating an Entry

The Create (C) option lets you add names and pertinent information to the Corporate Phone Directory. This option is available from the Corporate Phone Directory menu, where it appears as an option.

You must have CPHD privilege to create entries in the Corporate Phone Directory. This privilege can only be given to you by your ALL-IN-1 system manager.

To add an entry:

- 1 Enter C.

- 2 Enter a name.
- 3 Complete the remaining form fields.

ALL-IN-1 displays the Corporate Phone Directory form. Enter the name of the person you want to create an entry for, and press RETURN. ALL-IN-1 checks to see if the name already exists in the directory. If it does, ALL-IN-1 returns you to the Corporate Phone Directory menu with a message to that effect, and does not let you create another entry for that person. If it does not, you can enter the additional information for that person. It is therefore important that you construct a directory using entries that are unlikely to be duplicated. For example, enter 'Smith DN' rather than 'Smith', or 'British Rail (Reading)' rather than 'British Rail'.

When you press RETURN, ALL-IN-1 instructs you to press RETURN if the information is correct or EXIT SCREEN if it is not.

If you press RETURN, ALL-IN-1 enters the name and information into the Corporate Phone Directory file, returns you to the Corporate Phone Directory menu, and displays the name and telephone numbers for the newly created entry in the Current Entry Block.

If you press EXIT SCREEN, ALL-IN-1 returns you to the Full Name field. Make any necessary corrections and press RETURN. When you press RETURN again, ALL-IN-1 enters the name and information into the Corporate Phone Directory file, returns you to the Corporate Phone Directory menu, and displays the name and telephone numbers in the Current Entry Block.

Hint:

- The more information you provide on the entry form, the more selective a search you can make when using the Index option.

Editing an Entry

The Edit (E) option lets you change an existing Corporate Phone Directory entry. You can change any of the information except the user name. The Edit option is available from the Corporate Phone Directory menu, where it appears as an option. Use the Select option to choose the entry you want to change.

You must have CPHD privilege to change entries in the Corporate Phone Directory. This privilege can only be given to you by your ALL-IN-1 system manager.

To change information for an entry:

- 1 Enter E.
- 2 Make whatever changes you want.

ALL-IN-1 displays the Corporate Phone Directory form. This form contains the existing information for the current entry. Make any necessary changes to the information and press RETURN. ALL-IN-1 instructs you to press RETURN if the information is correct or EXIT SCREEN if it is not.

If you press RETURN, ALL-IN-1 updates the entry in the Corporate Phone Directory and returns you to the Corporate Phone Directory menu.

If you press EXIT SCREEN, ALL-IN-1 returns you to the Full Name field. Make the necessary changes and press RETURN. When you press RETURN again, ALL-IN-1 changes the information in the Corporate Phone Directory and returns you to the Corporate Phone Directory menu.

Deleting an Entry

The Delete (D) option lets you remove an entry from the Corporate Phone Directory. This option is available from the Corporate Phone Directory menu, where it appears as an option. Use the Select option to choose the entry you want to remove.

You must have CPHD privilege to create entries in the Corporate Phone Directory. This privilege can only be given to you by your ALL-IN-1 system manager.

To remove an entry:

- Enter D.

ALL-IN-1 displays the Corporate Phone Directory form with all available information for the current entry and instructs you to press RETURN to delete the entry. When you press RETURN, ALL-IN-1 removes the entry

from the Corporate Phone Directory, returns you to the Corporate Phone Directory menu, and removes the information from the Current Entry Block.

If you do not want to remove the entry from the directory, press EXIT SCREEN; ALL-IN-1 returns you to the Corporate Phone Directory menu and does not remove the entry from the directory.

Printing Directory Entries

The Print (P) option lets you create a paper copy listing of entries in the Corporate Phone Directory. This option is available from the Corporate Phone Directory menu, where it appears as an option. You can print a brief or a full description for each selected entry.

You must use the Index option to create a Selection List of the entries you want to print.

To print entries in the directory:

Enter P.

ALL-IN-1 displays the Print Options menu. Table 17-3 lists the options available from this menu.

Table 17-3 Print Options Menu Options

Use		To
B	Brief Description	Create a short paper copy description of the selected entries.
F	Full Description	Create a complete paper copy description of the selected entries.

Printing a Brief Description. The Brief Description (B) option lets you create a paper copy listing that contains the user name, full name, business telephone number, and home telephone number for the selected entries. The Brief Description option is available from the Print Options menu, where it appears as an option.

To print a brief description:

Enter B.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 sends the listing to the specified printer and returns you to the Print Options menu.

Printing a Full Description. The Full Description (F) option lets you create a paper copy listing that contains the user name, full name, business telephone number, home telephone number, title, company, department, node, address, zip code, and comments for the selected entries. This option is available from the Print Options menu, where it appears as an option.

To print a full description:

Enter F.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 sends the listing to the specified printer and returns you to the Print Options menu.

Reading Directory Entries

The Read (R) option lets you display all the information for the current entry. This option is available from the Corporate Phone Directory menu, where it appears as an option. Use the Select option to choose the entry you want to display.

To see information for the current entry:

Enter R.

ALL-IN-1 displays the Corporate Phone Directory form containing the user name, full name, title, business telephone number, home telephone number, department, address, zip code, node, and comments for the current entry. When you press RETURN, ALL-IN-1 returns you to the Corporate Phone Directory menu.

Indexing the Directory

The Index (I) option lets you find a specific entry in the Corporate Phone Directory, based upon the information you provide. The Index option also lets you create a Selection List of related entries. You then can use the Selection List to make any entry on the list the current entry. The Index option is available from the Corporate Phone Directory menu, where it appears as an option.

To create a Selection List:

- 1 Enter I.
- 2 Complete the form fields with the information for the entries you want to list.

ALL-IN-1 displays the Index of Corporate Phone Directory form. You can enter information into any one or more of the fields. The Selection List that ALL-IN-1 creates is based upon the information you enter into these fields. When you press RETURN, ALL-IN-1 displays the entries that match your selection criteria on the terminal. This list contains the user name, full name, and business telephone number for each entry selected. When you press RETURN, ALL-IN-1 creates the Selection List. When you press RETURN again, ALL-IN-1 returns you to the Corporate Phone Directory menu.

Hint:

- To create a Selection List of all entries in your Corporate Phone Directory, leave all the fields on the Index of Corporate Phone Directory form blank.

Using a Selection List. You can use a Selection List to quickly choose a new current entry.

To use a Selection List:

Press NEXT SELECTION until the entry you want appears in the Current Entry Block.

Each time you press NEXT SELECTION, ALL-IN-1 displays the next entry on the Selection List in the Current Entry Block. Press NEXT SELECTION until the entry you want appears in the Current Entry Block.

Hints:

- Clear the Name field and press Gold L or Gold S to see a list of all entries in the Corporate Phone Directory.
- You can also press NEXT SELECTION from the Select Name form to select an entry.

Personal Phone Directory

The Personal (PER) option lets you access the Personal Phone Directory Subsystem. This subsystem lets you access a list of the phone numbers, addresses, and other information in your personal telephone directory. The Personal option is available from the Directories menu, where it appears as an option, the Corporate Phone Directory menu, and the ALL-IN-1 Phone Directory menu.

The Personal Phone Directory contains information about individuals or businesses that you do not share with other users on your system. This information can include the user's full name, title, business telephone, home telephone, company name, department, address, computer network name, and comments.

To access the Personal Phone Directory Subsystem:

Enter PER.

ALL-IN-1 displays the Personal Phone Directory menu. Table 17-4 lists the options available from this menu. Review this table to become familiar with the features of this subsystem.

Table 17-4 Personal Phone Directory Menu Options

Use		To
SEL	Select	Choose the entry you want to make current.
C	Create	Make entries into the directory.
E	Edit	Make changes to the directory entries.
D	Delete	Remove entries from the directory.
P	Print	Create a brief or complete paper copy description of selected entries in the directory.
R	Read	Display the information for the current entry on the terminal.
I	Index	Create a Selection List of directory entries.

Selecting an Entry

The Select (SEL) option lets you choose the entry you want to work with. This option is available from the Personal Phone Directory menu, where it appears as an option.

To select an entry:

- 1 Enter SEL.
- 2 Enter a name.

ALL-IN-1 displays the Select Name form. Enter the name of the person whose entry you want to make current. When you press RETURN, ALL-IN-1 returns you to the Personal Phone Directory menu and displays this person's name, business telephone number, and personal telephone number in the Current Entry Block.

Hints:

- Use the following keys to select an entry while on the Personal Phone Directory menu without using the Select Name form:
 - Down Arrow to select the next name in the directory
 - Up Arrow to select the first name in the directory
 - Gold T to select the first name in the directory
- Clear the Name field and press Gold L or Gold S to display a list of all the entries in your Personal Phone Directory.

Creating an Entry

The Create (C) option lets you add names and pertinent information to your Personal Phone Directory. This option is available from the Personal Phone Directory menu, where it appears as an option.

To add an entry:

- 1 Enter C.
- 2 Enter a name.
- 3 Complete the remaining form fields.

ALL-IN-1 displays the Personal Phone Directory form. Enter the name of the person you want to create an entry for, and press RETURN. ALL-IN-1 checks to see if the name already exists in the directory. If it does, ALL-IN-1 returns you to the Personal Phone Directory menu with a message to that effect, and does not let you create another entry for that person. If it does not, you can enter the additional information for that person. It is therefore important that you construct a directory using entries that are unlikely to be duplicated. For example, enter 'Smith DN' rather than 'Smith', or 'British Rail (Reading)' rather than 'British Rail'.

When you press RETURN, ALL-IN-1 instructs you to press RETURN if the information is correct or EXIT SCREEN if it is not.

If you press RETURN, ALL-IN-1 enters the name and information into your Personal Phone Directory file, returns you to the Personal Phone Directory menu, and displays the name and telephone numbers for the newly created entry in the Current Entry Block.

If you press EXIT SCREEN, ALL-IN-1 returns you to the Full Name field. Make the necessary corrections and press RETURN. When you press RETURN again, ALL-IN-1 enters the information into your Personal Phone Directory, returns you to the Personal Phone Directory menu, and displays the name and telephone numbers in the Current Entry Block.

Hint:

- The more information you provide on the entry form, the more selective a search you can make when using the Index option.

Editing an Entry

The Edit (E) option lets you change the information for an existing entry in your Personal Phone Directory. You can change any of the information except the user name. The Edit option is available from the Personal Phone Directory menu, where it appears as an option. Use the Select option to choose the entry you want to change.

To change information for an entry:

- 1 Enter E.
- 2 Make whatever changes you want.

ALL-IN-1 displays the Personal Phone Directory form. This form contains the existing information for the current entry. Make any necessary changes to the information and press RETURN. ALL-IN-1 instructs you to press RETURN if the information is correct or EXIT SCREEN if it is not.

If you press RETURN, ALL-IN-1 updates the entry in your Personal Phone Directory and returns you to the Personal Phone Directory menu.

If you press EXIT SCREEN, ALL-IN-1 returns you to the Full Name field. Make the necessary changes and press RETURN. When you press RETURN again, ALL-IN-1 changes the information in your Personal Phone Directory and returns you to the Personal Phone Directory menu.

Deleting an Entry

The Delete (D) option lets you remove information from your Personal Phone Directory. This option is available from the Personal Phone Directory menu, where it appears as an option. Use the Select option to choose the entry you want to remove.

To remove an entry:

Enter D.

ALL-IN-1 displays the Personal Phone Directory form with all available information for that person and instructs you to press RETURN to delete the entry. When you press RETURN, ALL-IN-1 removes the entry from your Personal Phone Directory, returns you to the Personal Phone Directory menu, and removes the information from the Current Entry Block.

If you do not want to remove the entry from your directory, press EXIT SCREEN; ALL-IN-1 returns you to the Personal Phone Directory menu and does not remove the entry from the directory.

Printing Directory Entries

The Print (P) option lets you create a paper copy listing of entries in your Personal Phone Directory. You can print a brief or a full description for each entry selected. The Print option is available from the Personal Phone Directory menu, where it appears as an option.

You must use the Index option to create a Selection List of the entries you want to print.

To print entries in the directory:

Enter P.

ALL-IN-1 displays the Print Options menu. Refer to Table 17-3 for the options available from this menu.

Printing a Brief Description. The Brief Description (B) option lets you create a paper copy listing that contains the user name, full name, business telephone number, and home telephone number of the selected entries. The Brief Description option is available from the Print Options menu, where it appears as an option.

To print a brief description:

Enter B.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 sends the listing to the specified printer and returns you to the Print Options menu.

Printing a Full Description. The Full Description (F) option lets you create a paper copy listing that contains the user name, full name, business telephone number, home telephone number, title, company, department, address, zip code, and comments for the selected entries. The Full Description option is available from the Print Options menu, where it appears as an option.

To print a full description:

Enter F.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 sends the listing to the specified printer and returns you to the Print Options menu.

Reading Directory Entries

The Read (R) option lets you display all the information for the current entry. This option is available from the Personal Phone Directory menu, where it appears as an option. Use the Select option to choose the entry you want to display.

To display information for an entry:

Enter R.

ALL-IN-1 displays the Personal Phone Directory form containing the user name, full name, title, business telephone number, home telephone number, company name, department, address, zip code, and comments for the current entry. When you press RETURN, ALL-IN-1 returns you to the Personal Phone Directory menu.

Indexing the Directory

The Index (I) option lets you find a specific entry in your Personal Phone Directory based upon the information you provide. The Index option also lets you create a Selection List of related entries. You then can use the Selection List to make current any entry on the list. The Index option is available from the Personal Phone Directory menu, where it appears as an option.

To create a Selection List:

- 1 Enter I.
- 2 Complete the form fields with the information for the entries you want to list.

ALL-IN-1 displays the Index of PERSONAL Users form. You can enter information into any one or more of the fields. ALL-IN-1 creates the Selection List based upon the information you enter into these fields. When you press RETURN, ALL-IN-1 displays the entries that match your selection criteria on the terminal. This list contains the user name, full name, and business telephone number for each entry selected. When you press RETURN, ALL-IN-1 creates the Selection List. When you press RETURN again, ALL-IN-1 returns you to the Personal Phone Directory menu.

Hint:

- To create a Selection List of all entries in your Personal Phone Directory, leave all the fields on the Index of PERSONAL Users form blank.

Using a Selection List. You can use a Selection List to quickly choose a new current entry.

To use a Selection List:

Press NEXT SELECTION until the entry you want appears in the Current Entry Block.

Each time you press NEXT SELECTION, ALL-IN-1 displays the next entry on the Selection List in the Current Entry Block. Press NEXT SELECTION until the entry you want appears in the Current Entry Block.

Hints:

- Clear the Name field and press Gold L or Gold S to see a list of all entries in the Personal Phone Directory.
- You can also press NEXT SELECTION from the Select Name form to select an entry.

ALL-IN-1 Phone Directory

The ALL-IN-1 Users (ALL) option lets you access the ALL-IN-1 Phone Directory Subsystem. This subsystem lets you access a list of the phone numbers, addresses, and other information on ALL-IN-1 users on your system. The ALL-IN-1 Users option is available from the Directories menu, where it appears as an option, the Corporate Phone Directory menu, and the Personal Phone Directory menu.

The ALL-IN-1 Phone Directory contains information about ALL-IN-1 users. This information can include the user's VMS name, full name, and title.

To access the ALL-IN-1 Phone Directory Subsystem:

Enter ALL.

ALL-IN-1 displays the ALL-IN-1 Phone Directory menu. Table 17-5 lists the options available from this menu. Review this table to become familiar with the features of this subsystem.

Table 17-5 ALL-IN-1 Phone Directory Menu Options

Use		To
SEL	Select	Choose the entry you want to make current.
C	Create	Make entries into the directory.
E	Edit	Make changes to the directory entries.
D	Delete	Remove entries from the directory.
P	Print	Create a brief or complete paper copy description of selected entries in the directory.
R	Read	Display the information for the current entry on the terminal.
I	Index	Create a Selection List of directory entries.

Selecting an Entry

The Select (SEL) option lets you choose the entry you want to work with. This option is available from the ALL-IN-1 Phone Directory menu, where it appears as an option.

To select an entry:

- 1 Enter SEL.
- 2 Enter a name.

ALL-IN-1 displays the Select Name form. Enter the name of the person whose entry you want to make current. When you press RETURN, ALL-IN-1 returns you to the ALL-IN-1 Phone Directory menu and displays this person's name and business telephone number in the Current Entry Block.

Hints:

- Clear the Name field and press Gold L or Gold S to display a list of names in the ALL-IN-1 Phone Directory.
- Use the following keys to select an entry while on the ALL-IN-1 Phone Directory menu without using the Select Name form:
 - Down Arrow to select the next name in the directory
 - Up Arrow to select the first name in the directory
 - Gold T to select the first name in the directory

Creating an Entry

Only your ALL-IN-1 system manager can create an entry in the ALL-IN-1 Phone Directory.

Editing an Entry

The Edit (E) option lets you change the information for your entry in the ALL-IN-1 Phone Directory. You cannot change the information for any other entry. You can change any information except your user name. The Edit option is available from the ALL-IN-1 Phone Directory menu, where it appears as an option. Use the Select option to make your entry the current entry.

To change information for your entry:

- 1 Enter E.
- 2 Make whatever changes you want.

ALL-IN-1 displays the ALL-IN-1 Users form containing the existing information for your entry. You can make changes to the information in any field except the User Name field. When you press RETURN, ALL-IN-1 asks you to press RETURN if the entry is complete or EXIT SCREEN to correct the entry.

If you press RETURN, ALL-IN-1 updates the entry in the ALL-IN-1 Phone Directory and returns you to the ALL-IN-1 Phone Directory menu.

If you press EXIT SCREEN, ALL-IN-1 returns you to the ALL-IN-1 Users form. Make the necessary corrections and press RETURN. When you press RETURN again, ALL-IN-1 updates your entry in the ALL-IN-1 Phone Directory and returns you to the ALL-IN-1 Phone Directory menu.

Deleting an Entry

Only your ALL-IN-1 system manager can remove an entry from the ALL-IN-1 Phone Directory.

Printing Directory Entries

The Print (P) option lets you create a paper copy listing of entries in the ALL-IN-1 Phone Directory. You can print a brief or a full description for each selected entry. The Print option is available from the ALL-IN-1 Phone Directory menu, where it appears as an option.

You must use the Index option to create a Selection List of the entries you want to print.

To print entries in the directory:

Enter P.

ALL-IN-1 displays the Print Options menu. Refer to Table 17-3 for the options available from this menu.

Printing a Brief Description. The Brief Description (B) option lets you create a paper copy listing that contains the user name, full name, business telephone number, and node name for the selected entries. The Brief Description option is available from the Print Options menu, where it appears as an option.

To print a brief description:

Enter B.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 sends the listing to the specified printer and returns you to the Print Options menu.

Printing a Full Description. The Full Description (F) option lets you create a paper copy listing that contains all the information available for the selected entries. This option is available from the Print Options menu, where it appears as an option. Figure 17-1 illustrates the ALL-IN-1 Phone Directory Full Listing form.

To print a full description:

Enter F.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 sends the listing to the specified printer and returns you to the Print Options menu.

ALL-IN-1 Phone Directory Full Listing				Page:1
Date: 06/12/84				

Username:				
VMS Name:				
Full Name:				
Title:				
Status:				
Password:				
-----Privileges-----				
RCPT DCL SUP ERR				
-----Privileges-----				
CMD SRC LOG NOTIFY				
Phone:				
VMI Phone:				
Department:				
Address:				
Zip Code:				
Init form:				
Edit Style:				
Directory:				
Printer:				
Form Libr:				
Mail Forward:				
Mail Reply:				
Mail Menu:				
Mail Dest:				
Mail Count:				
Set User:				
Work Week				
Start Day:		No. of Days:		
Start Hour:		End Hour:		
Meal Hour Start:		to		
AM/PM:		Calendar User 2:	Class:	Langu
User Flag1:		Flag2:	Flag3:	
Flag4:		Flag5:		
Printer Port:		Default Terminal Mode:		
Ticklers:		Action Items:	Oper:	

Figure 17-1 Full Description Output Form

Reading Directory Entries

The Read (R) option lets you display the user name, full name, title, department, and business telephone number for the current entry. This option is available from the ALL-IN-1 Phone Directory menu, where it appears as an option. Use the Select option to choose the entry you want to display.

To display information for an entry:

Enter R.

ALL-IN-1 displays the ALL-IN-1 Users form containing the information for the current entry. When you press RETURN, ALL-IN-1 returns you to the ALL-IN-1 Phone Directory menu.

Indexing the Directory

The Index (I) option lets you find a specific entry in the ALL-IN-1 Phone Directory based upon the information you provide. The Index option also lets you create a Selection List of related entries. You then can use the Selection List to make current any entry on the list. The Index option is available from the ALL-IN-1 Phone Directory menu, where it appears as an option.

To create a Selection List:

- 1 Enter I.
- 2 Complete the form fields with the information for the entries you want to list.

ALL-IN-1 displays the Index of ALL-IN-1 Users form. You can enter information into any one or more of the fields. ALL-IN-1 creates the Selection List based upon the information you enter into these fields. When you press RETURN, ALL-IN-1 displays the entries that match your selection criteria on the terminal. This list contains the user name, full name, and business telephone number for each entry selected. When you press RETURN, ALL-IN-1 creates the Selection List. When you press RETURN again, ALL-IN-1 returns you to the ALL-IN-1 Phone Directory menu.

Using a Selection List. You can use a Selection List to quickly choose a new current entry.

To use a Selection List:

Press NEXT SELECTION until the entry you want appears in the Current Entry Block.

Each time you press NEXT SELECTION, ALL-IN-1 displays the next entry on the Selection List in the Current Entry Block. Press NEXT SELECTION until the entry you want appears in the Current Entry Block.

Hints:

- Clear the Name field and press Gold L or Gold S to see a list of all entries in the ALL-IN-1 Phone Directory.
- You can also press NEXT SELECTION from the Select Name form to select an entry.

Information Management

The Information Management Subsystem lets you access the Calculations, Communications, and Directories Subsystems.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using the Information Management Subsystem:

The Information Management (IM) option is available from the Main Menu, where it appears as an option, and from any subsystem menu.

To access the Information Management Subsystem:

Enter IM.

ALL-IN-1 displays the Information Management menu. Table 18-1 briefly describes the options available from this menu. Review this table to become familiar with the features of this subsystem.

Table 18-1 Information Management Menu Options

Use		To
CA	Calculations	Access the Desk Calculator. When you select this option ALL-IN-1 displays the Calculations menu. From the Calculations menu you can access: ● Desk Calculator (DC)
COM	Communications	Access remote data bases through a telephone connection, transfer documents between a stand-alone word processor and the ALL-IN-1 File Cabinet, and phone another user on your computer network. When you select this option ALL-IN-1 displays the Communications menu. From the Communications menu you can access: ● Terminal Phone (TP) ● Document Transfer (DT) ● Connect to System x (CS) ● Communications Control (CC)

(continued)

Table 18-1 Information Management Menu Options (Cont.)

Use		To
DIR	Directories	Access the ALL-IN-1 phone directories and distribution lists that contain information about other ALL-IN-1 users. Your system manager provides part of this information, and you enter some of the information yourself. When you select this option ALL-IN-1 displays the Directories menu. From the Directories menu you can access: ● Corporate (COR) ● Personal (PER) ● ALL-IN-1 Users (ALL) ● Nicknames (NI) ● Distribution Lists (DL)

Refer to the Calculations, Communications, Document Transfer, Communications Control, Directories, Nickname Management, and Distribution List Management chapters in this book for information on using these subsystems.

Communications

The Communications Subsystem lets you communicate with others on your computer system network and transfer documents between systems. Communications also includes an electronic phone that lets you interact immediately with users on your network and at remote locations.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using the Communications Subsystem

The Communications (COM) option is available from the Main Menu and the Information Management menu, where it appears as an option, and from any subsystem menu.

To access the Communications Subsystem:

Enter COM.

ALL-IN-1 displays the Communications menu. Table 19-1 briefly describes the options available from this menu. Review this table to become familiar with the features of this subsystem.

Table 19-1 Communications Menu Options

Use		To
TP	Terminal Phone	Access the VAX/VMS Phone Utility (PHONE). Use PHONE to communicate with another user on your system or on any other VAX/VMS system connected to your system by DECnet-VAX.
DT	Document Transfer	Access the Document Transfer Subsystem. Use Document Transfer to copy information between a DECmate II word processor and the ALL-IN-1 File Cabinet.
CS	Connect to System x	Access another computer system directly.
CC	Communications Control	Access remote data bases through a telephone connection, and file any retrieved information in the File Cabinet.

Using the Terminal Phone

The Terminal Phone (TP) option lets you access the VAX/VMS Phone Utility (PHONE). This option lets you communicate interactively with another user on your system or another system on your computer network. The Terminal Phone option is available from the Communications menu, where it appears as an option.

To use PHONE:

Enter TP.

ALL-IN-1 displays the VAX/VMS Phone Facility form. Table 19-2 lists some of the PHONE commands and briefly describes what they do.

Table 19-2 VAX/VMS Phone Utility Commands

Use	To
HELP	Access the Phone Utility's Help Facility.
DIRECTORY node	List the users currently logged onto your system or another system on your computer network. You do not need to specify the node name if you want to list the users on your system.
node::username	Contact a user on your system or another system on your computer network. You do not need to specify the node name if you want to contact someone on your system.
EXIT	Leave the VAX/VMS Phone Utility and return to the Communications menu.

Enter a PHONE command at the % prompt on the VAX/VMS Phone Facility form. For example, to get Help, enter HELP at the % prompt.

Refer to your VAX/VMS documentation for more information on using the Phone Utility.

Transferring Documents

The Document Transfer (DT) option lets you access the Document Transfer Subsystem. This option is available from the Communications menu and from the Word and Document Processing menu, where it appears as an option. It is also available from the Main Menu and from any subsystem menu.

To access the Document Transfer Subsystem:

Enter DT.

ALL-IN-1 displays the Document Transfer Menu. Refer to the Document Transfer chapter in this book for information on using this subsystem.

Connecting to Another System

The Connect to System X (CS) option is intended to be customized to enable you to easily connect to another computer system on your computer network or to a remote data base. This option is available from the Communications menu, where it appears as an option.

This option is not functional until customized.

Communications Control

The Communications Control (CC) option lets you access the Communications Control Subsystem. This option is available from the Communications menu, where it appears as an option.

To access the Communications Control Subsystem:

Enter CC.

ALL-IN-1 displays the Communications Control menu. Refer to the Communications Control chapter in this book for information on using this subsystem.

Hint:

- The Connect to System X (CS) option and the Communications Control Connect to Computer System (CC) option are similar. The Connect to Computer System option lets you directly access a system not connected to ALL-IN-1. See the Communications Control chapter in this book for information about the Connect to Computer System option.

Index

A

Action Items, 14-1

- displaying calendar, *see* Display
- printing a description, *see* Print
- See also* Advanced Calendar
- accessing the subsystem, 14-2
- additional options, 14-14
- answer meeting request, 14-10
- calendar keys, 14-5
- canceling, 14-8
- change calendar owner, 14-11
- changing, 14-8
- closing, 14-17
- creating, 14-7
- date commands, 14-6
- deleting, 14-8
- displaying a list of, 14-15
- editing, 14-8
- indexing, 14-15
- menu options, 14-3
- reading a description, 14-9
- rescheduling, 14-8
- scheduling, 14-7
- selecting, 14-5
- set calendar owner, 14-11

Add

- attendees to meeting, 11-22
- Calendar Access List entry, 10-4
- name to Calendar Access List, 10-4
- To-Do List task, 15-5
- Additional Options, 2-6
- Action Items, 14-14
- Appointments, 12-15
- Meetings, 11-18
- Reminders, 13-14
- To-Do List, 15-12
- Advanced Calendar
 - displaying, 11-16, 12-13, 13-12, 14-12, 15-10
- Algebra
 - See* Desk Calculator
- ALL-IN-1 Editor
 - See* Editor
- ALL-IN-1 Phone Directory
 - accessing, 17-17
 - changing an entry, 17-19
 - creating an entry, 17-19

- editing an entry, 17-19
- indexing, 17-23
- menu options, 17-18
- printing
 - brief description, 17-20
 - complete description, 17-21
 - entries, 17-20
- reading entry, 17-23
- removing entry, 17-20
- selecting entry, 17-18
- Answer meeting request, 11-14, 12-11, 13-10, 14-10, 15-8
- Appointments, 12-1
 - displaying calendar, *see* Display
 - printing a description, *see* Print
 - See also* Advanced Calendar
 - additional options, 12-15
 - calendar keys, 12-5
 - canceling, 12-9
 - change calendar owner, 12-12
 - changing, 12-8
 - creating, 12-7
 - date commands, 12-6
 - deleting, 12-9
 - old calendar entries, 12-16
 - editing, 12-8
 - erasing old calendar entries, 12-16
 - menu options, 12-3
 - purge calendar, 12-17
 - reading a description, 12-10
 - rescheduling, 12-8
 - scheduling, 12-7
 - selecting, 12-5
 - set calendar owner, 12-12
 - using the subsystem, 12-2
- Arithmetic
 - See* Desk Calculator
- Arrow keys, 2-12
 - on calendars, 11-5, 12-5, 13-5, 14-5, 15-4
 - on forms, 2-13
 - on menus, 2-14

B

- Burst page, 29-8
- Business Applications, 22-1
 - accessing the subsystem, 22-2

C

- Calculations, 9-1
 - See also* Desk Calculator
 - accessing the subsystem, 9-2
- Calculator
 - See* Desk Calculator
- Calendar
 - displaying, *see* Display
 - printing, *see* Print
 - See also* Time Management
 - Calendar
 - advanced, 11-16, 12-13, 13-12, 14-12, 15-10
 - changing owner, 11-15, 12-12, 13-11, 14-11, 15-9
 - deleting old entries, 11-20, 12-16
 - purging, 11-20, 12-16
 - setting owner, 11-15, 12-12, 13-11, 14-11, 15-9
- Calendar Access List
 - adding user, 10-4
 - changing, 10-5
 - deleting user, 10-6
 - editing, 10-5
 - listing users, 10-7
 - removing user, 10-6
- Calendar Access Management
 - accessing the subsystem, 10-4
 - adding users, 10-4
 - changing user's access, 10-5
 - deleting user's access, 10-6
 - editing your Calendar Access List, 10-5
 - listing users with access, 10-7
 - listing your access, 10-7
 - menu options, 10-4

- Cancel
 - action item, 14-8
 - appointment, 12-9
 - Desk Calculator operation, 9-5
 - meeting, 11-12
 - reminder, 13-8
 - To-Do List task, 15-6
 - user defined process, 27-10
- CBI
 - See Computer Based Instruction
- Change
 - action item, 14-8
 - ALL-IN-1 Phone Directory
 - entry, 17-19
 - appointment, 12-8
 - Access List, 10-5
 - calendar owner, 11-15, 12-12, 13-11, 14-11, 15-9
 - Corporate Phone Directory
 - entry, 17-5
 - document format, 28-26
 - form, 24-8
 - form description, 24-9
 - header information, B-4
 - index information, B-4
 - meeting, 11-10
 - meeting reply, 11-11
 - Named Data, 24-10
 - page layout, 29-16
 - pagination settings, 29-11
 - Personal Phone Directory
 - entry, 17-13
 - print settings, 29-10
 - printer control settings, 29-7, 29-10, 30-5
 - reminder, 13-8
 - terminal mode, 30-6, 34-2
 - To-Do List task, 15-6
 - UDP, 27-5
 - user defined process, 27-5
 - User Profile, 30-3
 - VMS file, 25-12
- Changing VMS password, 30-5
- Clear
 - Desk Calculator entry, 9-5
 - Display Register, 9-5
 - scratch pad, 28-24
- Close
 - action item, 14-17
- Code
 - module, 25-4
 - program, 25-4
- Columns
 - spacing, 29-14, 29-20
- Command procedure
 - DCL, *see* VMS File Maintenance
- Commands
 - RUNOFF, *see* RUNOFF
- Communications, 19-1
 - Communications Control, *see* Communications Control
 - transferring documents, *see* Document Transfer
 - accessing the subsystem, 19-2
 - connecting
 - to a remote data base, 19-4
 - to another system, 19-4
 - menu options, 19-2
 - PHONE, 19-2
 - commands, 19-3
 - terminal phone, 19-2
 - commands, 19-3
- Communications Control, 21-1
 - accessing the subsystem, 19-4
 - basic concepts, 21-2
 - connecting to a computer system, 21-15
 - continuing after interrupt, 21-34
 - control document, 21-2, 21-34
 - checking, 21-27
 - commands, 21-37
 - processing, 21-18
 - sample, 21-48
 - stop processing, 21-30
 - symbols, 21-36
 - writing, 21-34

- creating document, 21-8
- deleting document, 21-11
- disconnecting from a computer
 - system, 21-17, 21-33
- document sending, 21-25
- editing document, 21-10
- hardware concepts, 21-3
- indexing folder, 21-13
- Interrupt Menu, 21-28
 - menu options, 21-29
- interrupting, 21-28
- printing document, 21-12
- reading document, 21-13
- record session, 21-19, 21-31
 - menu options, 21-20
 - stopping, 21-22
 - with another computer
 - system, 21-21
- selecting document, 21-7
- sending
 - document, 21-25
- sending document
 - menu options, 21-23
- setting terminal features, 21-26, 21-33
- stop
 - control document
 - processing, 21-30
 - pause, 21-32
 - recording session, 21-22
 - sending document, 21-31
 - wait, 21-32
 - wake-up, 21-33
- using subsystem, 21-7
- Compile
 - form library, 24-27
- Computer Based Instruction, 1-13, 2-6
 - accessing, 1-14
- Conflicts
 - display list of, 16-19
 - print list of, 16-7
- Connect
 - another system, 19-4
 - remote data base, 19-4
- Control keys
 - See* Terminal
- Convert
 - document, 28-26
 - form library, 24-24
- Copy
 - document, 28-7
 - folder, 28-20
 - form, 24-23
 - screen to Scratch Pad, B-1
 - VMS file, 25-14, 25-16
- Corporate Phone Directory
 - accessing, 17-3
 - changing an entry, 17-5
 - creating an entry, 17-4
 - deleting an entry, 17-6
 - editing an entry, 17-5
 - indexing, 17-9
 - menu options, 17-3
 - Print Options menu options, 17-7
 - printing
 - brief description, 17-8
 - complete description, 17-8
 - entry, 17-7
 - reading an entry, 17-8
 - removing an entry, 17-6
 - selecting an entry, 17-4
- Create
 - action item, 14-7
 - ALL-IN-1 Phone Directory
 - entry, 17-19
 - appointment, 12-7
 - Corporate Phone Directory
 - entry, 17-4
 - DATATRIEVE domain, 24-4.1, 24-7
 - document, 3-5
 - from scratch pad
 - contents, 28-25
 - form, 24-4.1, 24-5
 - from existing form, 24-25
 - meeting, 11-7
 - memory register, 9-16
 - module, 25-4

- Personal Phone Directory
 - entry, 17-12
- program, 25-4
- reminder, 13-7
- RMS file, 24-4.1, 24-6
- RUNOFF document, 33-2
- Selection List, 3-11
 - ALL-IN-1 Phone Directory, 17-24
 - Corporate Phone Directory, 17-19
 - Personal Phone Directory, 17-16
- To-Do List task, 15-5
- UDP, 27-4
- user defined process, 27-4
- VMS file, 25-11
- Cross-file
 - document, 28-7
 - folder, 28-20
- Current items, 2-2

D

- DATATRIEVE
 - accessing from ALL-IN-1, 32-8
- Date
 - entering into form field, B-2
- DCL
 - command procedure, *see* VMS File Maintenance
- DECdx
 - See* Document Transfer
- DECmail
 - See* Electronic Messaging (DECmail style)
- Delete
 - action item, 14-8
 - ALL-IN-1 Phone Directory entry, 17-20
 - appointment, 12-9
 - attendees from meeting, 11-23
 - Calendar Access List entry, 10-6
 - calendar entries, 11-20, 12-16

- check document before deleting, 28-13
- Corporate Phone Directory
 - entry, 17-6
- document, 3-8
 - all on Selection List, 28-12
 - more than one, 28-12
 - multiple, 28-12
 - permanently, 28-14, 28-29
 - Wastebasket, 28-29
- folder, 28-21
- form, 24-10
- meeting, 11-12
- module, 25-6
- Personal Phone Directory
 - entry, 17-14
- program, 25-6
- reminder, 13-8
- scratch pad contents, 28-24
- To-Do List task, 15-6
- UDP, 27-6
- user defined process, 27-6
- VMS file, 25-13
- Desk Calculator
 - absolute value, 9-10
 - accessing, 9-3, 32-4, 32-7
 - adding, 9-8
 - algebraic symbols, 9-13
 - arithmetic, 9-7
 - keys, 9-7
 - canceling an operation, 9-5
 - clearing
 - current entry, 9-5
 - Display Register, 9-5
 - last entry, 9-5
 - memory registers, 9-16, 9-17
 - creating memory registers, 9-16
 - dividing, 9-9
 - editing formulas, 9-15
 - entering formula, 9-14
 - exiting, 9-6
 - exponentiation, 9-10
 - formulas
 - editing, 9-15

- entering, 9-14
- evaluating, 9-12
- rules, 9-12
- functions, 9-5
- Help, 9-5
- leaving, 9-6
- memory registers, 9-15
 - clearing, 9-16, 9-17
 - creating, 9-16
 - using, 9-16
- modes, 9-4
- multiplying, 9-9
- number keys, 9-5
- operating, 9-5
- raising numbers to a power, 9-10
- rounding a number, 9-11
- rules for formulas, 9-12
- setting decimal places, 9-6
- short form, B-2
- square root, 9-11
- subtracting, 9-8
- totaling, 9-7
- trigonometric functions, 9-13
- using the memory registers, 9-16
- Desk Management, 8-1
 - See* Calculations; Time Management; Directories
 - accessing the subsystem, 8-2
 - menu options, 8-2
- DIGITAL Standard Runoff
 - See* RUNOFF
- Directories, 17-1
 - See also* Corporate Phone Directory; Personal Phone Directory; ALL-IN-1 Phone Directory
 - accessing the subsystem, 17-2, 32-3, 32-9
 - menu options, 17-2
- Disk space, 28-3

- Display
 - action items
 - day, 16-22
 - week, 16-24
 - advanced calendar, 11-16, 12-13, 13-12, 14-12, 15-10
 - all events, 16-21
 - appointments
 - day, 16-15
 - week, 16-16
 - calendar, 11-13, 12-10, 13-10, 14-10, 15-8
 - day, 16-15
 - jointly, 16-27
 - month, 16-18
 - week, 16-16
 - conflicts, 16-19
 - current time, 32-3
 - list
 - all calendar entries, 16-21
 - all scheduled events, 16-21
 - conflicts, 16-19
 - meetings
 - day, 16-15
 - week, 16-16
 - month's calendar, 16-18
 - reminders
 - day, 16-22
 - week, 16-24
 - time, 32-3
 - To-Do List, 16-25
 - two calendars, 16-27
- Distribution List Management, 7-1
 - copying distribution list, 7-6
 - creating distribution list, 7-3
 - deleting distribution list, 7-4
 - editing distribution list, 7-4
 - indexing distribution lists, 7-6
 - menu options, 7-2
 - printing distribution list, 7-5
 - reading distribution list, 7-5
 - selecting distribution list, 7-3
 - using, 7-3

Document

- exchange, *see* Document Transfer
- formatting, *see* Format document
- locating, *see* Locate documents
- Selection List, *see* Selection List
- transferring, *see also* Document Transfer
- changing
 - format, 28-26
 - header information, B-4
 - index information, B-4
- checking
 - before deleting, 28-13
 - before printing, 28-9
- converting, 28-26
- copying, 28-7
- creating, 3-5
 - from scratch pad, 28-25
- cross-filing, 28-7
 - folder, 28-7
- deleting, 3-8
 - folder, 28-21
 - more than one, 28-12
 - permanently, 28-29
- duplicating, 28-7
- editing, 3-7, 31-3
- header information, 2-8
- including, 32-11
- indexing, 3-10
- mailing, 3-12
- moving to new folder, 28-6
- printing, 3-9, 29-1, 29-2
 - more than one, 28-8, 29-2
 - footnotes or endnotes, 29-23
- reading, 3-9
- refiling, 28-6
 - folder, 28-19
- removing more than one, 28-12
- retrieving
 - deleted, 28-29
 - from Wastebasket, 28-29
- sample
 - RUNOFF formatted, 33-18

- selecting, 3-3
- sending, 3-12
- storing, 2-8
- transferring, 3-14
- updating
 - header information, 32-10
 - index information, 32-10

Document exchange

- See* Document Transfer

Document Processing

- See* Word and Document Processing

Document storage

- See* Documents; File Cabinet

Document Transfer, 20-1

- accessing the subsystem, 3-14, 19-4, 20-2

ALL-IN-1

- to DECdx, 20-15
- to DECmate, 20-4, 20-7
- to VMS, 20-9, 20-12

DECdx

- to ALL-IN-1, 20-14
- Menu, 20-15

- DECmate to ALL-IN-1, 20-4, 20-5

- menu options, 20-2

- VMS to ALL-IN-1, 20-9, 20-10

Documents

- storing, 2-8

Draft print, 29-14

DSR

- See* RUNOFF

Duplicate

- document, 28-7
- folder, 28-20

E

Edit

- action item, 14-8
- ALL-IN-1 Phone Directory
 - entry, 17-19
- appointment, 12-8
- Calendar Access List, 10-5

- Corporate Phone Directory
 - entry, 17-5
 - document, 3-7, 31-3
 - form, 24-7, 24-8
 - description, 24-9
 - formula, 9-15
 - meeting, 11-10
 - meeting reply, 11-11
 - module, 25-5
 - Named Data, 24-7, 24-10
 - Personal Phone Directory
 - entry, 17-13
 - program, 25-5
 - reminder, 13-8
 - scratch pad contents, 28-23
 - To-Do List task, 15-6
 - UDP, 27-5
 - user defined process, 27-5
 - User Profile, 30-3
 - VMS file, 25-12
- Edit form
 - See Form types
- Editor
 - ALL-IN-1, 31-1
 - customizing the Editor, 31-8
 - ending the editing
 - session, 31-3
 - journal files, 1-6
 - Leaving the Editor, 31-5
 - line editing, 31-36
 - LK201 Arrow keypad, 31-7
 - recovering a document, 31-4
 - redefining keys, 31-6
 - refreshing the screen, 31-6
 - EDT style, 31-37
 - control key combinations, 31-43
 - differences from standard EDT, 31-44
 - differences from WPS, 31-44
 - editing keys, 31-38
 - Gold key combinations, 31-42
 - keypad editing, 31-38
 - main keyboard keys, 31-41
 - WPS style, 31-8
 - AUTOPAGE, 31-35
 - centering text, 31-27
 - changing case, 31-25
 - control key combinations, 31-15
 - copying text, 31-22
 - CUT, 31-21
 - deleting text, 31-17
 - editing keys, 31-9
 - Gold key combinations, 31-12
 - inserting text, 31-19
 - keypad editing, 31-8
 - main keyboard keys, 31-11
 - margins, 31-27
 - moving around the
 - document, 31-16
 - moving text, 31-21
 - page breaks, 31-33
 - paragraph indent, 31-31
 - paragraphs, 31-27
 - PASTE, 31-21
 - searching for uppercase
 - letters, 31-24
 - searching your document, 31-23
 - SELECT, 31-21
 - selecting text, 31-17
 - storing rulers, 31-32
 - substituting characters, 31-24
 - swapping characters, 31-23
 - tabs, 31-31
 - using rulers, 31-27
- Editor Menu, 32-1
 - accessing, 32-6
 - DATATRIEVE, 32-8
 - Desk Calculator, 32-7
 - phone directories, 32-9
 - Time Management, 32-9
 - your calendar, 32-9
 - options, 32-7
 - updating
 - header information, 32-10
 - index information, 32-10

- EDT Editor
 - See* Editor
- Electronic Messaging
 - styles, 4-2, 5-2
- Electronic Messaging (ALL-IN-1 style), 5-1
 - Additional Messaging
 - Options, 5-17
 - Advanced Messaging
 - Options, 5-25
 - answering message, 5-15
 - attaching message, 5-24
 - canceled
 - automatic reply, 5-28
 - deferred message, 5-21
 - forwarding address, 5-27
 - creating
 - message, 5-8
 - deferring message, 5-21
 - deleting message, 5-13
 - Delivery Receipt, 5-12
 - detaching message, 5-24
 - Distribution List Management
 - menu, 5-28
 - editing message, 5-12
 - File Cabinet menu, 5-29
 - filing
 - attachment, 5-23
 - message, 5-21
 - message text, 5-22
 - folders, 5-3
 - forwarding message, 5-19
 - importing VMSmail, 5-29
 - index
 - of created messages, 5-7
 - of Inbox, 5-7
 - of read messages, 5-8
 - of sent messages, 5-8
 - indexing, 5-14
 - menu options, 5-5
 - modifying header, 5-20
 - Nickname Management
 - menu, 5-28
 - printing message, 5-13
 - priority, 5-12

- Read Receipt, 5-12
- reading
 - message, 5-14
 - new message, 5-15
- selecting
 - message, 5-6
 - original message, 5-19
- sending
 - automatic reply, 5-27
 - mail to a mail address, 5-9
 - mail to a nickname, 5-11
 - mail to yourself, 5-11
 - message, 5-16
 - to a distribution list, 5-11
 - to ALL-IN-1 Version 1 users, 5-10
 - to DECmail users, 5-10
 - to other ALL-IN-1 computer systems, 5-10
 - to people without computer systems, 5-11
 - to VMSmail users, 5-10
- showing status, 5-20
- specifying forwarding
 - address, 5-26
- subject, 5-11
- using, 5-6
- Electronic Messaging (DECmail style), 4-1
 - answering message, 4-13
 - attaching message, 4-14
 - Automatic Forward and Reply Menu, 4-24, 4-27
 - canceled
 - automatic reply, 4-29
 - deferred message, 4-24
 - forwarding address, 4-28
 - copying distribution list, 4-36
 - creating
 - distribution list, 4-34
 - message, 4-6
 - nickname, 4-30
 - deferring message, 4-15

- deleting
 - distribution list, 4-35
 - message, 4-15
 - nickname, 4-31
- Delivery Receipt, 4-10
- detaching message, 4-16
- displaying names in distribution list, 4-36
- Distribution List Options
 - menu, 4-33
- editing
 - distribution list, 4-35
 - message, 4-16
 - nickname, 4-31
- File Cabinet menu, 4-26
- filing
 - attachment, 4-17
 - message, 4-18
 - message text, 4-19
- folders, 4-3
- forwarding message, 4-19
- importing VMSmail, 4-26
- listing
 - distribution lists, 4-36
 - nicknames, 4-32
- main menu options, 4-5
- Message Options Menus, 4-11
- Nickname Options menu, 4-25, 4-30
- Options Menu, 4-11, 4-22
- printing
 - message, 4-20
 - nicknames, 4-32
- priority, 4-9
- Read Receipt, 4-10
- reading
 - message, 4-21
 - new message, 4-6
- retrieving deleted message, 4-15
- searching for message, 4-24
- selecting
 - distribution list, 4-34
 - message, 4-10
 - next message, 4-20
 - original message, 4-20

- sending
 - automatic reply, 4-28
 - mail to a mail address, 4-7
 - mail to a nickname, 4-9
 - mail to yourself, 4-9
 - message, 4-21
 - to a distribution list, 4-9
 - to ALL-IN-1 Version 1 users, 4-8
 - to DECmail users, 4-8
 - to other ALL-IN-1 computer systems, 4-8
 - to people without computer systems, 4-9
 - to VMSmail users, 4-8
- showing message, 4-22
- specifying forwarding address, 4-27
- subject, 4-9
- using, 4-5
 - Automatic Forward and Reply, 4-27
 - Distribution List Options, 4-33
 - Message Options menus, 4-13
 - Nickname Options, 4-30
 - Options menu, 4-23

- Empty
 - Wastebasket, 28-14
- Enter
 - attendee's reply, 11-19
- Entry form
 - See Form types
- Exit
 - See also Log out
 - Desk Calculator, 9-6

F

- File
 - scratch pad contents, 28-30
- File Cabinet, 25-11, 28-1
 - locating documents, *see* Locate documents
 - scratch pad, *see* Scratch Pad

- Wastebasket, *see* Wastebasket
- accessing the subsystem, 3-13, 28-4
- checking
 - document before deleting, 28-13
 - document before printing, 28-9
- converting documents, 28-26
- copying
 - document, 28-7
 - folder, 28-20
- cross-filing
 - document, 28-7
 - folder, 28-20
- deleting
 - all documents on Selection List, 28-12
 - folder, 28-21
 - more than one document, 28-12
- duplicating
 - document, 28-7
 - folder, 28-20
- emptying Wastebasket, 28-14
- menu options, 28-4.1
- moving all documents in folder to new folder, 28-19
- Multiple Delete Options, 28-11
- Multiple Print Options, 28-11
- printing, 28-8
 - all documents on Selection List, 28-9
 - index of File Cabinet, 28-27
- refiling
 - document, 28-6
 - folder, 28-19
- reorganizing, 28-28, 30-9
- selecting document, 28-5
- updating
 - header information, 28-15
 - index information, 28-15
- Find
 - documents, *see* Locate documents
- Flag page, 29-8
- FMS
 - See* Forms Development
- Folder
 - copying, 28-20
 - cross-filing, 28-20
 - deleting, 28-21
 - duplicating, 28-20
 - refiling, 28-19
- Form types, 2-6
 - edit, 2-7
 - entry, 2-7
 - help, 2-8
 - index, 2-7
 - list, 2-7
 - menu, 2-7
- Format document, 29-6
 - See also* Pagination; Page layout
 - changing print settings, 29-10
 - no format, 29-6
 - special format, 29-6
 - standard format, 29-6
- Forms Development, 23-2, 24-1
 - accessing the subsystem, 24-2
 - changing
 - form, 24-8
 - form description, 24-9
 - Named Data, 24-10
 - compiling form library, 24-27
 - converting form library, 24-24
 - copying form to different library, 24-23
 - Create Options menu
 - options, 24-5
 - creating
 - DATATRIEVE domain, 24-4.1, 24-7
 - form, 24-4.1, 24-5
 - new form from existing form, 24-25
 - RMS file, 24-4.1, 24-6

- deleting, 24-10
- Edit a Form Description menu options, 24-8
- editing, 24-7
 - form, 24-8
 - form description, 24-9
 - Named Data, 24-10
- indexing form library, 24-22
- menu options, 24-3
- Print Options menu options, 24-11
- printing
 - directory of form library, 24-15
 - form, 24-11
 - form description, 24-11
 - list of forms in library, 24-15
 - Named Data, 24-11, 24-16
- Read Options menu options, 24-18
- reading, 24-17
 - directory of form library, 24-20
 - form description, 24-18
 - list of forms in library, 24-20
 - Named Data, 24-21
- removing form from library, 24-10
- reorganizing Named Data, 24-26
- selecting a form, 24-4
- upgrading form library, 24-24

Formulas

See Desk Calculator

G

- Get Document Menu, 32-1
 - accessing, 32-10
 - including
 - File Cabinet document, 32-11
 - scratch pad contents, 32-11
 - UDP, 32-13
 - VMS file, 32-12
 - options, 32-11

- Gold key sequences
 - See* Terminal; Editor

H

- Hard Copy Mode, 34-1
 - changing mode, 34-2
 - entering information, 34-4
 - field
 - identifiers, 34-4
 - overflow, 34-5
 - form identifiers, 34-4
 - keyboard functions, 34-3
 - scrolled regions, 34-5
 - selecting, 30-6
 - setting, 30-6, 34-2
 - switching mode, 34-2
- Hardwired connection
 - logging in from, 1-9
- Header information, 2-8
- Help, 1-14
 - on options, B-2
- Help form
 - See* Form types
- Hints, B-1
 - changing
 - header information, B-4
 - index information, B-4
 - date, B-2
 - Desk Calculator short form, B-2
 - Help on options, B-2
 - save screen image, B-1
 - time, B-2

I

Index

- action items, 14-15
- ALL-IN-1 Phone Directory, 17-23
- Corporate Phone Directory, 17-9
- default directory, 25-16
- document, 3-10
- entry types, 2-9
- File Cabinet, 28-27

- form library, 24-22
- modules, 25-8
- Personal Phone Directory, 17-16
- programs, 25-8
- target directory, 25-16
- UDP, 27-8
- user defined process, 27-8
- Wastebasket, 28-29
- Index form
 - See* Form types
- Information Management, 18-1
 - See also* Calculations; Communications; Directories
 - accessing the subsystem, 18-2
 - menu options, 18-2
- Interrupt Menu, 1-14, 32-1
 - accessing, 32-2
 - Desk Calculator, 32-4
 - phone directories, 32-3
 - Scratch Pad, 32-5
 - Time Management, 32-5
 - displaying
 - current time, 32-3
 - time, 32-3
 - options, 32-3
 - reading new mail, 32-4

K

- Key locations, 1-7
- Keyboard
 - See also* Terminal
 - functions in hard copy
 - mode, 34-3
 - illustrations, A-1
 - LK201AA, A-7
 - LK201BA, A-9
 - VT100AA, A-2
 - VT100WA, A-3
 - VT100WW variation, A-5

Keypad

- See* Terminal

Keypad editing

- EDT, 31-37
- WPS, 31-8

L

Leave

- See also* Log out
- Desk Calculator, 9-6

List

- Calendar Access List
 - entries, 10-7
- calendars you can access, 10-7
- form library, 24-15, 24-17, 24-20
- UDP, 27-8
- user defined process, 27-8
- Wastebasket contents, 28-29

List form

- See* Form types

Locate documents, 28-15

- first
 - in File Cabinet, 28-18
 - in folder, 28-18
- menu options, 28-16
- next
 - folder, 28-18
 - in folder, 28-16
 - with same number, 28-17
 - with same title, 28-17

Log in, 1-9

- hardwired connection, 1-9
- modem connection, 1-10

Log out, 1-15

- permanent, 1-16
- temporary, 1-15

M

Mail

- See also* Electronic Messaging (ALL-IN-1 style); Electronic Messaging (DECmail style)
- document, 3-12
 - RUNOFF formatted, 33-6
 - RUNOFF source, 33-6
- message to meeting
 - attendees, 11-24
- reading new, 32-4
- RUNOFF document
 - formatted, 33-6
 - source, 33-6

- scratch pad contents, 28-24
- Main Menu, 1-12
 - additional options, 1-13
- Margin setting
 - bottom, 29-13, 29-19
 - left, 29-14.1, 29-20
 - top, 29-13, 29-19
- Meetings, 11-1
 - displaying calendar, *see* Display
 - printing a description, *see* Print
 - See also* Advanced Calendar
 - Modem
 - accessing the subsystem, 11-2
 - add attendees, 11-22
 - additional options, 11-18
 - answer request, 11-14, 12-11, 13-10
 - calendar keys, 11-5
 - canceling, 11-12
 - changing, 11-10
 - calendar owner, 11-15
 - your reply, 11-11
 - creating, 11-7
 - date commands, 11-6
 - deleting, 11-12
 - attendees, 11-23
 - old calendar entries, 11-20
 - editing, 11-10
 - entering attendee's reply, 11-19
 - erasing old calendar entries, 11-20
 - menu options, 11-3
 - purging calendar, 11-20
 - reading a description, 11-13
 - removing attendees, 11-23
 - rescheduling, 11-10
 - scanning for free time, 11-20
 - scheduling, 11-7
 - searching replies for free time, 11-20
 - selecting, 11-5
 - sending mail to attendees, 11-24
 - setting calendar owner, 11-15
- Memory Registers
 - See* Desk Calculator

- Menu form
 - See* Form types
- Message
 - print job complete, 29-9
 - printing, 29-1, 29-2
 - more than one, 29-2
- Module
 - See* Programming Functions

N

- Named Data
 - editing, 24-7, 24-10
 - printing, 24-11, 24-16
 - reading, 24-17, 24-21
 - reorganizing, 24-26
- Nest
 - UDP, 27-10
 - user defined process, 27-10
- Nickname Management, 6-1
 - creating nickname, 6-3
 - deleting nickname, 6-4
 - editing nickname, 6-4
 - indexing nicknames, 6-5
 - menu options, 6-2
 - printing list of nicknames, 6-4
 - reading list of nicknames, 6-5
 - selecting nickname, 6-3
 - using, 6-2
- Notify
 - print job complete, 29-9

O

- Options
 - Action Items menu, 14-3
 - additional, 2-6
 - ALL-IN-1 Phone Directory
 - menu, 17-18
 - Appointments menu, 12-3
 - Business Applications, 22-2
 - Calendar Access
 - Management, 10-4
 - Communications Control
 - Interrupt Menu, 21-29
 - Communications menu, 19-2

- Corporate Phone Directory
 - menu, 17-3
- create, 2-4
- delete, 2-5
- Desk Calculator, 9-3
- Desk Management menu, 8-2
- Directories menu, 17-2
- Document Transfer Menu, 20-3
- edit, 2-5
- Editor Menu, 32-7
- File Cabinet
 - menu, 28-4.1
 - Multiple Delete menu, 28-11
 - Multiple Print menu, 28-11
- Forms Development
 - Create Options menu, 24-5
 - Edit a Form Description
 - menu, 24-8
 - menu, 24-3
 - Print Options menu, 24-11
 - Read Options menu, 24-18
- Get Document Menu, 32-11
- getting Help on, B-2
- index, 2-6
- Information Management
 - menu, 18-2
- Interrupt Menu, 32-3
- Locate Document menu, 28-16
- Meetings menu, 11-3
- other, 2-6
- Personal Phone Directory
 - menu, 17-11
- print, 2-5
- Print Settings menu, 29-10
- Profession Specific, 26-1
- Program Development
 - menu, 23-2
- Programming Functions
 - menu, 25-2
- read, 2-6
- Reminders menu, 13-3
- Scratch Pad menu, 28-23
- select, 2-4
- Set Default Terminal Mode
 - menu, 30-6
- system-wide, 2-3
- Time Management Display
 - Events menu, 16-14
- Time Management menu, 10-3
- Time Management
 - Print Options menu, 16-2
- To-Do List menu, 15-2
- training, 2-6
- User Defined Process, 27-2
- User Setup menu, 30-2
- User-defined Process
 - Maintenance menu, 27-3
- VMS File Maintenance
 - menu, 25-10
- Word and Document Processing
 - menu, 3-2
- Overview, 1-1

P

- Page
 - number of lines, 29-13
 - printing
 - filename, 29-8
 - header, 29-9
 - new, 29-9
 - size, 29-19
- Page layout
 - changing, 29-16
 - columns, 29-20
 - extra
 - lines, 29-22
 - space, 29-22
 - margins
 - bottom, 29-19
 - left, 29-20
 - top, 29-19
 - page size, 29-19
 - pitch
 - horizontal, 29-21
 - vertical, 29-21
 - space
 - extra, 29-22
 - vertical, 29-22

Pagination

- automatic, 29-12
- changing settings, 29-11
- characters per inch, 29-14.1
- columns, 29-14
- extra
 - lines, 29-15
 - space, 29-15
- lines
 - per inch, 29-14.1
 - per page, 29-13
- margins
 - bottom, 29-13
 - left, 29-14.1
 - top, 29-13
- number first page, 29-12
- paper control, 29-16
- pitch
 - horizontal, 29-14.1
 - vertical, 29-13
- print quality, 29-14
- printing
 - dark, 29-15
 - normal, 29-15
 - shadow, 29-16
 - specified pages, 29-13
- replacement characters, 29-14.2
- shadow print, 29-16

Paper

- feed control, 29-16

Password

- change, 30-5

Personal Phone Directory

- Selection List, *see* Selection List
- accessing, 17-10
- changing an entry, 17-13
- creating entry, 17-12
- deleting entry, 17-14
- editing an entry, 17-13
- indexing, 17-16
- menu options, 17-11
- printing
 - brief description, 17-15
 - complete description, 17-15
 - entries, 17-14

- reading entry, 17-15
- removing entry, 17-14
- selecting entry, 17-11

PHONE

- accessing, 19-3
- commands, 19-3

Phone Directories

- See* Directories

Pitch

- horizontal, 29-14.1, 29-21
- vertical, 29-14.1, 29-21

Print

- formatting document, *see*
Format document
- page layout, *see* Page layout
- pagination, *see* Pagination
- printer control settings, *see*
Printer control settings

action items

- day, 16-10
- description, 14-9
- list of, 16-2
- week, 16-10

all calendar events, 16-8

all documents on Selection List, 28-9

ALL-IN-1 Phone Directory

- entry, 17-20

appointments

- day, 16-3
- description, 12-10
- week, 16-6

brief description

- ALL-IN-1 Phone Directory
entry, 17-20
- Corporate Phone Directory
entry, 17-8
- Personal Phone Directory
entry, 17-15

calendar, 11-12, 12-10, 13-9, 14-9, 15-7, 16-1, 16-2

- all events, 16-8
- day, 16-3
- month, 16-5

- two, 16-11
- week, 16-4
- changing
 - print settings, 29-7
 - printer control default settings, 30-5
- checking document, 28-9
- conflicts, 16-7
- copies, 29-5
- Corporate Phone Directory
 - entry, 17-7
- current settings, 29-25
- darkness, 29-15
- directory of form library, 24-15
- document, 3-9, 29-1, 29-2
 - more than one, 29-2
 - RUNOFF formatted, 33-4
 - RUNOFF source, 33-5
- endnotes, 29-23
- extra
 - lines, 29-15, 29-22
 - space, 29-15, 29-22
- footnotes, 29-23
- form, 24-11
 - description, 24-11
 - Named Data, 24-16
- full description
 - ALL-IN-1 Phone Directory
 - entry, 17-21
 - Corporate Phone Directory
 - entry, 17-8
 - Personal Phone Directory
 - entry, 17-15
- index of File Cabinet, 28-27
- list
 - all calendar entries, 16-8
 - all scheduled events, 16-8
 - ALL-IN-1 Phone Directory
 - entries, 17-20
 - conflicts, 16-7
 - Corporate Phone Directory
 - entries, 17-7
 - form library, 24-15
 - Personal Phone Directory
 - entries, 17-14
 - meetings
 - day, 16-3
 - description, 11-12
 - week, 16-4
 - message, 29-1, 29-2
 - more than one, 29-2
 - module, 25-7
 - more than one
 - document, 29-2
 - messages, 29-2
 - multiple
 - documents, 29-2
 - messages, 29-2
 - multiple documents, 28-8
 - Named Data, 24-11, 24-16
 - number on first page, 29-12
 - paper control, 29-16
 - Personal Phone Directory
 - entry, 17-14
 - Printing Document Form, 29-3
 - priority, 29-9
 - program, 25-7
 - reminders
 - day, 16-9
 - description, 13-9
 - week, 16-10
 - restoring setting, 29-25
 - RUNOFF document
 - formatted, 33-4
 - source, 33-5
 - saving setting, 29-24
 - schedule, 16-8
 - day, 16-3
 - two, 16-11
 - week, 16-4
 - scratch pad contents, 28-23
 - screen to Scratch Pad, B-1
 - setting
 - restoring, 29-25
 - saving, 29-24
 - shadow, 29-16
 - specified pages, 29-13

- specifying
 - number of copies, 29-5
 - printer, 29-4
 - time to print, 29-8
 - type of printer, 29-5
 - To-Do List, 15-7, 16-10
 - two calendars, 16-11
 - UDP, 27-7
 - user defined process, 27-7
 - VMS file, 25-13
 - Printer
 - activating terminal printer
 - port, 30-8
 - changing
 - control settings, 29-7
 - default control settings, 30-5
 - specifying, 29-4
 - type of, 29-5
 - Printer control settings
 - burst page, 29-8
 - changing, 29-7, 29-10
 - defaults, 30-5
 - completion message, 29-9
 - flag page, 29-8
 - form feed, 29-9
 - new page, 29-9
 - notify, 29-9
 - page header, 29-9
 - print filename, 29-9
 - priority, 29-9
 - time, 29-8
 - Printer port
 - activating, 30-8
 - Priority
 - print, 29-9
 - Profession Specific, 26-1
 - accessing the subsystem, 26-1
 - Program
 - See* Programming Functions
 - Program Development, 23-1
 - forms development, *see* Forms Development
 - programming functions, *see* Programming Functions
 - menu options, 23-2
 - Programming Functions, 23-2, 25-1
 - File Cabinet, *see* File Cabinet
 - VMS file maintenance, *see* VMS File Maintenance
 - accessing the subsystem, 25-2
 - coding, 25-4
 - creating, 25-4
 - deleting, 25-6
 - editing, 25-5
 - indexing, 25-8
 - menu options, 25-2
 - printing, 25-7
 - reading, 25-7
 - selecting, 25-3
 - writing, 25-4
 - Purge
 - calendar, 11-20, 12-16
- ## Q
- Quality print, 29-16
- ## R
- ### Read
- action item description, 14-9
 - ALL-IN-1 Phone Directory
 - entry, 17-23
 - appointment description, 12-10
 - Corporate Phone Directory
 - entry, 17-8
 - directory of form library, 24-17, 24-20
 - document, 3-9
 - RUNOFF formatted, 33-3
 - RUNOFF source, 33-4
 - form description, 24-17, 24-18
 - list
 - form library, 24-17, 24-20
 - meeting description, 11-13
 - module, 25-7
 - Named Data, 24-17, 24-21
 - new mail, 4-6, 5-15, 32-4
 - Personal Phone Directory
 - entry, 17-15
 - program, 25-7

- reminder description, 13-9
- RUNOFF document
 - formatted, 33-3
 - source, 33-4
- scratch pad contents, 28-24
- To-Do List task, 15-7
- UDP, 27-7
- user defined process, 27-7
- VMS file, 25-14
- Refile
 - document, 28-6
 - folder, 28-19
- Reminders, 13-1
 - displaying calendar, *see* Display
 - printing a description, *see* Print
 - See also* Advanced Calendar
 - accessing the subsystem, 13-2
 - additional options, 13-14
 - calendar keys, 13-5
 - canceling, 13-8
 - changing, 13-8
 - calendar owner, 13-11
 - creating, 13-7
 - date commands, 13-6
 - deleting, 13-8
 - editing, 13-8
 - menu options, 13-3
 - reading description, 13-9
 - rescheduling, 13-8
 - resetting base number, 13-15
 - scheduling, 13-7
 - selecting, 13-5
 - setting calendar owner, 13-11
- Remove
 - ALL-IN-1 Phone Directory
 - entry, 17-20
 - attendees from meeting, 11-23
 - Calendar Access List entry, 10-6
 - Corporate Phone Directory
 - entry, 17-6
 - documents
 - more than one, 28-12
 - multiple, 28-12
 - permanently, 28-14
 - form from library, 24-13
 - Personal Phone Directory
 - entry, 17-14
- Rename
 - VMS file, 25-21
- Reorganize
 - File Cabinet, 28-33, 30-9
 - Named Data, 24-28
- Reschedule
 - action item, 14-8
 - appointment, 12-8
 - meeting, 11-10
 - reminder, 13-8
- Reset base number
 - reminder, 13-15
 - To-Do List, 15-13
- Retrieve
 - documents from
 - Wastebasket, 28-35
- RUNOFF, 33-1
 - abbreviations, 33-11
 - commands, 33-10, 33-12
 - abbreviations, 33-11
 - basic, 33-14
 - default values, 33-18
 - inserting, 33-10
 - parameter default values, 33-18
 - parameters, 33-13
 - parts of, 33-10
 - documents
 - creating, 33-2
 - examples, 33-19
 - formatting, 33-10
 - mailing formatted, 33-7
 - mailing source, 33-6
 - printing formatted, 33-5
 - printing source, 33-5
 - reading formatted, 33-4
 - reading source, 33-4
 - sample formatted, 33-19, 33-22
 - sample source, 33-19 to 33-20
 - sending formatted, 33-7
 - sending source, 33-6

S

Save

- screen image, B-3

Scan for free meeting time

- See Meetings*

Schedule

- action item, 14-7
- appointment, 12-7
- meeting, 11-7
- reminder, 13-7

Scratch Pad

- accessing, 28-22, 32-6

- clearing, 28-29

- contents

 - creating document from, 28-30

 - deleting, 28-29

 - editing, 28-27

 - filing, 28-30

 - mailing, 28-29

 - printing, 28-28

 - reading, 28-28

 - sending, 28-29

- creating document from contents, 28-30

- deleting contents, 28-29

- editing contents, 28-27

- filing contents, 28-30

- including contents in document, 32-13

- mailing contents, 28-29

- menu options, 28-27

- print screen to, B-3

- printing

 - contents, 28-28

- reading contents, 28-28

- sending contents, 28-29

Screen Mode

- selecting, 30-7

- setting, 30-6

Script

- running automatically, 25-19

- running interactively, 25-18

Search for free meeting time

- See Meetings*

Select

- action item, 14-5

- ALL-IN-1 Phone Directory

 - entry, 17-18

- appointment, 12-5

- Corporate Phone Directory

 - entry, 17-4

- document, 3-3, 28-5

- document for transfer, 20-3

- form, 24-4

- hard copy mode, 30-6

- meeting, 11-5

- module, 25-3

- Personal Phone Directory

 - entry, 17-11

- program, 25-3

- reminder, 13-5

- screen mode, 30-7

- terminal mode, 34-2

- To-Do List task, 15-4

- UDP, 27-3

- user defined process, 27-3

- VMS file, 25-13

- VT100 mode, 30-8

- Selection List, 3-11, 17-9, 17-16, 17-23

- creating

 - ALL-IN-1 Phone Directory

 - entries, 17-23

 - Corporate Phone Directory

 - entries, 17-19

 - Personal Phone Directory

 - entries, 17-16

- deleting all documents, 28-12

- how to use, 3-12, 17-10, 17-17, 17-24

- printing all documents on, 28-10

Set

- calendar owner, 11-15, 12-12, 13-11, 14-11, 15-9

- hard copy mode, 30-6

- screen mode, 30-6

- terminal mode, 30-6, 34-2

- terminal printer port, 30-8

- VT100 mode, 30-8
- Shadow print, 29-20
- Shared library, 3-14
- Sheet feeder
 - control, 29-20
- Special Menus
 - See* Interrupt Menu; Editor Menu; Get Document Menu
- Stop
 - user defined process, 27-10

I

- Terminal, 1-5
 - arrow keys, *see* Arrow keys
 - activating printer port, 30-8
 - changing mode, 30-6
 - control keys, 2-15
 - Gold key sequences, 2-11
 - hard copy mode, 34-1
 - indicator lights, 1-8
 - key locations, 1-7
 - keyboard, 1-6, 2-10
 - illustrations, A-1
 - LK201AA, A-2
 - LK201BA, A-2
 - VT100AA, A-1
 - VT100WA, A-2
 - VT100WW variation, A-2
 - keypad, 1-6, 2-14
 - primary keys, 2-10
 - selecting
 - forced VT100 mode, 30-8
 - hard copy mode, 30-6
 - screen mode, 30-7
 - setting
 - Communications Control features, 21-29
 - features, 21-39
 - forced VT100 mode, 30-8
 - hard copy mode, 30-6
 - mode, 30-6
 - screen mode, 30-7
 - special keys, 1-6
 - VT100 mode, 30-8

- Terminal Phone

- See* PHONE

- Time

- displaying, 32-3
 - entering into form field, B-4

- Time Management, 10-1

- displaying calendar, *see* Display

- printing calendar, *see* Print

- See also* Calendar Access

- Management

- See also* Meetings;

- Appointments; Reminders;

- Action Items; To-Do List

- accessing the subsystem, 10-3, 32-5, 32-10

- menu options, 10-3

- To-Do List, 15-1

- displaying calendar, *see* Display

- printing, *see* Print

- See also* Advanced Calendar

- accessing the subsystem, 15-2

- additional options, 15-12

- answer meeting request, 15-8

- calendar keys, 15-4

- canceling task, 15-6

- changing

- calendar owner, 15-9

- task, 15-6

- creating task, 15-5

- deleting task, 15-6

- editing task, 15-6

- menu options, 15-2

- reading task, 15-8

- resetting base number, 15-13

- selecting task, 15-4

- setting calendar owner, 15-9

- Training

- See* Computer Based Instruction

- Transfer document, *see* Documents

- Transferring documents

- See* Document Transfer

- Trigonometry

- See* Desk Calculator

U

UDP

See User Defined Process

Update

header information, 28-15, 32-11

index information, 28-15, 32-11

Upgrade

form library, 24-25

User Defined Process, 27-1

accessing the subsystem, 3-14,
27-2

canceling, 27-10

changing, 27-5

creating, 27-4

deleting, 27-6

editing, 27-5

how to use, 27-9

including

in document, 32-15

one UDP inside another,
27-11

indexing, 27-8

listing, 27-8

menu options, 27-3

nesting, 27-11

printing, 27-7

reading, 27-8

rules for creating, 27-11

selecting, 27-3

stopping, 27-10

User Profile, 30-1

changing, 30-3

editing, 30-3

User Setup, 30-1

calendar access, *see also*

Calendar Access Management

accessing the subsystem, 30-2

calendar access, 30-4

changing

printer control defaults, 30-5

terminal mode, 30-6

User Profile, 30-3

editing User Profile, 30-3

menu options, 30-2

printer port, 30-8

reorganizing your File

Cabinet, 30-9

setting terminal mode, 30-6

User-defined Process Maintenance

See User Defined Process

V

VMS

changing password, 30-5

VMS file

including in document, 32-14

VMS File Maintenance

accessing the subsystem, 25-11

changing VMS file, 25-15

copying

file 1 to file 2, 25-21

to target directory, 25-18

creating VMS file, 25-14

DCL command procedure, 25-19

deleting VMS file, 25-16

editing VMS file, 25-15

indexing

default directory, 25-20

target directory, 25-20

menu options, 25-12

printing VMS file, 25-17

reading VMS file, 25-17

renaming file 1 to file 2, 25-21

running script

automatically, 25-19

interactively, 25-18

script file, 25-18 to 25-19

selecting VMS file, 25-13

VMS files

See VMS File Maintenance

W

Wastebasket, 28-35

deleting documents, 28-35

emptying, 28-14

indexing, 28-35

retrieving documents, 28-35

Word and Document Processing

See also Document

accessing the subsystem, **3-2**

Document Transfer option, **3-14**

File Cabinet option, **3-13**

menu options, **3-2**

UDP, **3-14**

User Defined Process option,
3-14

Word Processing

See Word and Document
Processing

Word wrap marker, **31-36**

Workstation

See Terminal

WPS Editor

See Editor

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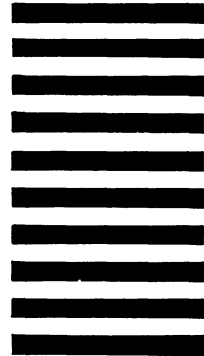
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User's Reference,
Volume 1

Update Package #1, January 1986

This volume of the User's Reference is a complete reissue for Version 2.1 of ALL-IN-1. Volume 2 of the User's Reference is updated by a package of replacement pages.

In both volumes, changes since Version 2.0 of ALL-IN-1 are shown as follows:

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